

5-1-1944

## Special Libraries, May-June 1944

Special Libraries Association

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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 35

May-June 1944

NUMBER 5

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S. L. A. 36th Annual Conference, June 19-21, 1944  
Preliminary Program

Place of the Library in the Postwar World  
*Senator Claude Pepper*

The Library of Congress  
*Luther H. Evans*

The Library Service and Research Division  
*Ralph M. Dunbar*

The Library of the First Council Session  
United Nations Relief and Rehabilitation Administration  
*Helen Lawrence Scanlon*

U. S. Information Libraries  
*Chester S. Williams*

Librarians—Uncle Sam Wants You!  
*Mary Virginia Wenzel*

Special Library Resources  
*Rose L. Vormelker*

Constitution and By-Laws, Proposed Changes  
*Ruth Savord*

*Published by*  
SPECIAL LIBRARIES ASSOCIATION

## **Important Scientific and Technical Works for a Modern World**

### **Introductory Astronomy**

By J. B. SIDGWICK

With a foreword by Clyde Fisher. Fascinating summary of modern knowledge of the planets, moon, stars, comets, meteors and individual constellations. Tells how to find your way at night by the stars. 47 star maps, a lunar map, maps of constellations. \$1.50.

### **Conquest of Bacteria**

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The story of chemotherapy—a fascinating account of the action of chemical agents in the body and its response to them leading to disease cure. Includes the story of 486, adonitol, aspirin, luminal, morphine, promethazine, quinine, vitamins, insulin, thyroxine and the sulfa drugs. \$2.50.

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### **Virus Diseases In Man, Animal and Plant**

By GUSTAV SEIFFERT

Surveys the present stage of virus research, including most recent foreign literature. Discusses epidemiology of virus diseases; foot-and-mouth disease; trachoma; yellow fever; dengue fever; pseudo-rabies; Japanese Encephalitis; Australian disease; Borna disease; summit sickness, etc. \$3.00.

### **Principles of Powder Metallurgy**

By FRANZ SKAUFY

Survey of a new field . . . that of producing metal objects from metal powder by the processes of sintering or cohesion, with numerous experiments, by an author with many years' experience in the incandescent lamp industry and in perfecting hard metal. \$3.00.

### **Dictionary of Biochemistry**

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### **Encyclopedia of Substitutes and Synthetics**

Edited by MORRIS D. SCHOENGLD

An invaluable reference book, produced in collaboration with America's foremost chemical and industrial laboratories. Defines thousands of raw materials, chemicals, processes, substitutes, plastics and other synthetics developed by wartime necessities. \$10.00.

## **PHILOSOPHICAL LIBRARY**

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# Special Libraries

VOLUME 35 . . . . . Established 1910 . . . . . NUMBER 5

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*Indexed in Industrial Arts Index and Public Affairs Information Service*

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The articles which appear in SPECIAL LIBRARIES express the views of the authors, and do not necessarily represent the opinion or the policy of the editorial staff and publisher

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## Harper's Recommends for MAY-JUNE

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# GREAT STORIES FROM GREAT LIVES

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Ralph Waldo Emerson  
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Isaac Newton  
Margaret Fuller  
Joseph Stalin  
Will Rogers  
Noah Webster  
Lord Macaulay  
Emmett Holt  
Clarence Darrow  
and many others

**Edited by Herbert V. Prochnow**

*Author of "The Public Speaker's Treasure Chest"*

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# SPECIAL LIBRARIES ASSOCIATION 36TH ANNUAL CONFERENCE

JUNE 19-21, 1944

Headquarters—Benjamin Franklin Hotel, Philadelphia, Pa.

## PRELIMINARY PROGRAM

**S**INCE March, when the S. L. A. Executive Board voted to hold a Conference this year, Groups and the Conference Committee have been working overtime planning a program that would be essential and still provide time for the necessary get-togethers. From the beginning, it was felt that postwar activities should be particularly stressed; thus, the theme: **IN TIME OF WAR, PREPARE FOR PEACE.**

The General Sessions have been planned with this in mind, and the Groups have also correlated their meetings around it. But no program is better than its audience. The success of the Conference, and, what is more important, evidence of the role special librarians are to play in the days to come, depend upon how well every one supports the meetings. To pave the way we offer:

*Donald M. Hobart*, Research Manager, Curtis Publishing Company, who will give the over-all picture of industrial postwar plans and product changes. Mr. Hobart heads an organization whose studies in market trends are known far and wide. His talk will be factual, coupled with graphic illustrations of industry's plans.

*Dwight L. Armstrong*, Vice-President, Armstrong Cork Company, will tell of industry's problems in postwar planning. His company has gone a long way in formulating its future development, and Mr. Armstrong has played an important part in that program.

*M. Albert Linton*, President, Provident Mutual Life Insurance Company, is a recognized expert on social security. Mr. Linton will analyze the situation today and the possibilities of tomorrow.

In short, the Postwar Session will present a composite analysis of crucial problems and underlying principles which influence any type of planning, by speakers who know their subjects well. Immediately someone may say "but we're librarians, not industrialists." True, but we serve industry and social security problems concern us all. Librarians, too, are very much a part of the Conference program. To help us better serve these needs, and to clarify the many issues from our point of view, a Session has been planned on "Libraries in War and Peace." The speakers are librarians known to us all.

*Mary Louise Alexander* will delve into the perplexing problem of library service to the community. Few people have examined this field more thoroughly than Miss Alexander and none is better qualified to discuss the problems than she.

*William F. Jacob* knows first-hand the problems that face technical librarians today. He will tell the story of how a peacetime industry has been quickly converted to war production and the role that the technical library has played. His experience should be of much value, for all of us are interested in every day problems and how situations like ours are met.

*Leah E. Smith* has accepted the responsibility of giving some indication of the role librarians must play in the future. Since 1941 Miss Smith has done consultant work in helping business and service organizations organize their technical libraries. Her recent experiences qualify her exceedingly well to speak on such an important subject as "Libraries in the Postwar World."

The Groups are rapidly formulating their plans with well-informed speakers and leaders on timely subjects. They also will have their usual quota of luncheons and library visits. Some of the meetings will be round tables, others will have formal papers, and a few will be illustrated lectures.

The Financial and Advertising Groups will jointly hold a meeting dealing with Library Problems and Public Relations. They will also devote a meeting to the problems of research in reconstruction.

The Microfilm Session will be particularly interesting this year. It will review Microfilm Storage Methods as well as presenting several papers on technical aspects of the subject. There are few technical librarians who can afford to miss this session.

The Museum Group has planned a very informative meeting on African material in United States Libraries. Their speaker, Dr. H. A. Wieschhoff, is Editor of the new series of compact African Handbooks published by the University of Pennsylvania Press.

Miss Marian C. Manley, Chairman of the Public Business Librarians Group, has planned an open meeting on "Postwar Information Needs—How Public Library Service to Business May Meet Them." This is a vital question and the discussion should prove very effective in clarifying the many issues.

The Science-Technology Group has planned a full program. In addition to discussing the problems of scientific periodicals, it will hold a joint meeting with the Biological Sciences Group. Speakers will tell about the newest developments in Helicopters, Fluorescent Dyes and the Electron Microscope.

War has taxed the resources of special librarians to the limit, but somehow or other we have managed to solve many of our problems. To be sure, the war is far from over and we cannot afford to become lax; and with V-Day, though the many problems of today may disappear, others will arise. Therefore, it is vital to the welfare of all special librarians that we IN TIME OF WAR, PREPARE FOR PEACE. The Conference should do much to set the pace and aid us to fix our goals—and to do it *now*!

#### EXHIBITS—LIBRARY VISITS

As in past years there will be a number of exhibits, displaying the latest books and other library requirements.

Many of the Groups are planning formal visits of their own interests. In addition, many other libraries in Philadelphia have extended the open door. The Information Desk will gladly supply information for reaching these libraries as well as making any other necessary arrangements. Your attention is particularly called to the Philadelphia Bibliographic Center and Union Library Catalogue which have extended a cordial invitation to visit its quarters at your convenience.

WILLIAM J. HAAS,  
*Conference Chairman.*

#### FIRST GENERAL SESSION

Monday, June 19th, 2:30-4:30 P. M.

*Address of Welcome*

Hon. Bernard Samuel, Mayor, City  
of Philadelphia, Pa.

*Post-War Planning**Business Looks to the Future*

Donald M. Hobart, Research Manager, Curtis Publishing Company, Philadelphia, Pa.

*Industry's Problems in Advance Planning*

Dwight L. Armstrong, Vice-President, Armstrong Cork Company, Lancaster, Pa.

*Social Security—Today and Tomorrow*

M. Albert Linton, President, Provident Mutual Life Insurance Company, Philadelphia, Pa.

**SECOND GENERAL SESSION**

**Tuesday, June 20th, 8:00 P. M.**

*Libraries in War and Peace**Library Service to the Community*

Mary Louise Alexander, Librarian, The Ferguson Library, Stamford, Connecticut.

*Libraries in War Production*

William F. Jacob, Librarian, Main Library, General Electric Company, Schenectady, New York.

*Libraries in the Post-War World*

Leah E. Smith, Librarian, Bell Telephone Laboratories, New York, N. Y.

**THIRD GENERAL SESSION**

**Wednesday, June 21st, 9:00-12:00 A. M.**

*Annual Business Meeting*

S. L. A. Constitutional Changes.

**EXECUTIVE BOARD MEETINGS**

*President:* Eleanor S. Cavanaugh, Standard and Poor's Corporation, New York, N. Y.

**Monday, June 19th, 9:30 A. M.**

**Wednesday, June 21st, 4:30 P. M.**

(By order of incoming President.)

*Executive Board and Advisory Council—*

Open meeting for all SLA members.

**Monday, June 19th, 8:00 P. M.**

**GROUP MEETINGS****ADVERTISING**

*Chairman:* Delphine V. Humphrey, McCann-Erickson, Inc., New York, N. Y.

*Philadelphia Representative:*  
Helen Moore,  
Curtis Publishing Company,  
Philadelphia, Pa.

**Monday, June 19th, 12:00-2:00 P. M.**

*Luncheon*—Speaker to be announced.

**Tuesday, June 20th, 9:30-11:30 A. M.**

Joint meeting with Financial Group

*Round Table on Methods*

**2:30-4:30 P. M.**

Joint meeting with Financial Group

*Research for Post-War Reconstruction*

**Wednesday, June 21st, 1:00-2:30**

*Luncheon*—Tentative.

**BIOLOGICAL SCIENCES**

*Chairman:* V. N. Rimsky-Korsakoff, General Foods Corporation, Hoboken, New Jersey.

*Philadelphia Representative:*  
Margaret G. Palmer,

University of Pennsylvania School of Dentistry and Evans Museum and Dental Institute, Philadelphia, Pa.

**Monday, June 19th, 12:00-2:00 P. M.**

*Luncheon*

**Tuesday, June 20th, 2:30-4:30 P. M.**

(Program to be announced)

**Wednesday, June 21st, 3:00-5:00 P. M.**

Joint meeting with Science-Technology Group.

**FINANCIAL**

*Chairman:* Ruth Miller, Central Hanover Bank and Trust Company, New York, N. Y.



*Philadelphia Representative:*

Dorothy Bemis,  
Lippincott Library,  
University of Pennsylvania,  
Philadelphia, Pa.

**Monday, June 19th, 9:30-11:30 A. M.**

*Library Visits*

**Tuesday, June 20th, 8:00-9:30 A. M.**

*Breakfast*—Discussion of Federal Reserve Libraries.

**9:30-11:30 A. M.**

Joint meeting with Advertising Group.

*Round Table on Methods.*

**2:30-4:30 P. M.**

Joint meeting with Advertising Group.

*Research for Post-War Reconstruction*

**Wednesday, June 21st, 1:00-2:30 P. M.**

*Luncheon*—Business Meeting.

**3:00-5:00 P. M.**

*Library Visits*

## INSURANCE

*Acting Chairman:* Elizabeth D. Knapp,  
The Association of Life Insurance  
Presidents,  
New York, N. Y.

*Philadelphia Representative:*

Mrs. Ethel Feitig Haas,  
Towers, Perrin, Forster & Crosby, Inc.,  
Philadelphia, Pa.

**Monday, June 19th, 10:30-12:30 A. M.**

*Insurance Library Problems*

**Tuesday, June 20th, 12:00-4:30 P. M.**

Joint Luncheon and Meeting with Social Science Group.  
(Program to be announced)

**Wednesday, June 21st, 3:00-5:00 P. M.**

*Business Meeting*—Election of officers.

## MICROFILM

*Chairman:* Dorothy H. Litchfield,  
Columbia University Libraries,  
New York, N. Y.

**Tuesday, June 20th, 2:30-4:30 P. M.**

*Standards for the Evaluation of Microfilm Quality*

Professor John J. Heilemann, Department of Physics, Ursinus College, Collegeville, Pa.

*Microfilm Storage Methods*—Members of the SLA Committee on Microfilming and Documentation. With 35mm lantern slides.

## MUSEUM

*Chairman:* Ella Tallman,  
Cleveland Museum of Art,  
Cleveland, Ohio

*Philadelphia Representatives:*

Deborah Morris,  
School of Fine Arts,  
University of Pennsylvania and  
Cynthia Griffin,  
University Museum,  
Philadelphia, Pa.

**Tuesday, June 20th, 12:30-2:00 P. M.**

*Luncheon*—Houston Hall, University of Pennsylvania, 3417 Spruce Street, Philadelphia, Pa.

**2:30-4:30 P. M.**—University Museum

*African Library Holdings in the United States*

Dr. H. A. Wieschhoff, Curator of the African Section, University Museum and Editor of the series *African Handbooks*.

*Business Meeting**The Museum Collections*

Visit through the University Museum, conducted by Miss Eleanor M. Moore, Curator of the Education Department.

At the conclusion of program there will be an opportunity for those who wish to visit the Museum Library.

## NEWSPAPER

*Chairman:* Charles Stolberg,  
New York Sun, New York, N. Y.

*Philadelphia Representatives:*

F. Heaton Shoemaker,  
Philadelphia Record,  
Frank Donohoe,  
Philadelphia Evening Bulletin and  
Paul Foster,  
Philadelphia Inquirer.

**Monday, June 19th, 9:30-11:30 A. M.**

*Newspaper Get-Together and Library Visit*

**12:00-2:00 P. M.**

*Luncheon* (Sponsored by the Philadelphia Record. Program to be announced.)

**6:15 P. M.**

*Dinner*—Open to members of other Groups.

*Libraries after the War*

Charles M. B. Cadwalader, President,  
Academy of Natural Sciences,  
Philadelphia, Pa.

**Tuesday, June 20th, 9:30-11:30 A. M.**

*Business Meeting and Library Visits*

**12:00-2:00 P. M.**

*Luncheon* (Sponsored by the Philadelphia Inquirer)

Talk by Robert C. McCabe, Editorial Assistant, Philadelphia Inquirer with Elwin B. Thompson, Assistant Managing Editor, presiding.

**Wednesday, June 20th, 8:00-9:30 A. M.**

*Breakfast*—(Program to be announced)

**1:00-2:30 P. M.**

*Luncheon* (Sponsored by the Philadelphia Evening Bulletin. Program to be announced)

**PUBLIC BUSINESS LIBRARIANS**

*Chairman:* Marian C. Manley,  
Business Branch, Newark Public Library,  
Newark, New Jersey

**Tuesday, June 20th, 8:30-9:30 A. M.**

*Business Meeting*

**9:30-11:30 A. M.**

*Post-War Information Needs — How Public Library Service to Business May Meet Them*

*Business Demands on the General Library: An over-all picture*

James E. Bryan, Assistant Librarian,  
Newark, N. J., Public Library.

*Business Demands as Met by Organized Business Service*

Rose L. Vormelker, Head, Business Information Bureau, Cleveland Public Library, Cleveland, Ohio.

*Cooperation between Industry and the Public Library in Meeting Research Needs*

Dr. M. R. Neifeld, Economist, Beneficial Management Corporation,  
Newark, N. J., Chairman, Research Division, Newark Committee for Economic Development.

**SCIENCE-TECHNOLOGY**

*Chairman:* Elma Evans,

Research Laboratory,  
Curtiss-Wright Corporation,  
Buffalo, New York

*Philadelphia Representative:*

Gertrude Harris,  
Lukens Steel Company,  
Coatesville, Pa.

**Monday, June 19th, 9:30-11:30 A. M.**

*Library Problems*

*Locating Difficult Issues of Foreign Periodicals*

Gretchen Little, Atlas Powder Company, Wilmington, Delaware.

*Routing Periodicals*

Barbara Cole, Rayon Division,  
E. I. du Pont & Co., Buffalo, N. Y.

*Classification Schemes for Small Collections of Information Material*

Winifred Sewell, Burroughs Wellcome Research Laboratories,  
Tuckahoe, N. Y.

**Tuesday, June 20th, 8:30-10:30 A. M.**

*Breakfast—Annual Business Meeting.*

**10:30-4:00 P. M.**

*Library Visits*

**Wednesday, June 21st, 1:00-2:30 P. M.**

*Luncheon*

**3:00-5:00 P. M.**

*Joint Meeting with Biological Sciences Group.*

*Helicopters*

Arthur Young, Bell Aircraft Corporation, Buffalo, New York.

*Fluorescent Dyes*

H. C. Millson, Calco Chemical Company, Bound Brook, New Jersey.

*The Electron Microscope*

Dr. Stuart Mudd, Professor of Bacteriology, Medical School, University of Pennsylvania, Philadelphia, Pa.

#### SOCIAL SCIENCE

*Chairman:* Isabelle Bronk,

Institute of Local and State Government,  
University of Pennsylvania,  
Philadelphia, Pa.

**Tuesday, June 20th, 12:00-4:30 P. M.**

*Joint Luncheon and Meeting with Insurance Group.  
(Program to be announced.)*

**Wednesday, June 21st, 1:00-5:00 P. M.**

*Luncheon and Meeting*

*(Program to be announced.)*

#### TRANSPORTATION

*Acting Chairman:* Edith Stone  
Simmons-Boardman Publishing  
Corporation,  
New York, N. Y.

*Philadelphia Representative:*

Elva Ferguson,  
Pennsylvania Railroad Library,  
Philadelphia, Pa.

**Tuesday, June 20th, 10:00-12:00 A. M.**

*(Program to be announced.)*

**12:00-2:00 P. M.**

*Luncheon*

#### UNIVERSITY AND COLLEGE

*Chairman:* Esther E. Fawcett,

College of Fine Arts,  
Carnegie Institute of Technology,  
Pittsburgh, Pa.

*Philadelphia Representative:*

Sara M. Price,  
Business Library,  
Sullivan Memorial Library,  
Temple University,  
Philadelphia, Pa.

**Tuesday, June 20th, 2:30-4:30 P. M.**

*Training for Special Library Service in  
Colleges and Universities—What  
Constitutes the Best Preparation?*

Dr. Marie Hamilton Law, Dean of  
the School of Library Science,  
Drexel Institute of Technology,  
Philadelphia, Pa.

#### Convention Committees' Personnel

*Convention Chairman*

WILLIAM J. HAAS,  
Free Library of Philadelphia, Logan  
Square, Philadelphia 3, Pa.

*Exhibits*

MRS. GERTRUDE D. HESS,  
American Philosophical Society, 222  
Drexel Building, Philadelphia 5, Pa.

*Hospitality*

VIRGINIA WALKER,  
Friends' Historical Library, Swarthmore  
College, Swarthmore, Pa.

*Local Arrangements*

REBECCA BONNER,  
Philadelphia Textile Institute, Broad and  
Pine Streets, Philadelphia 2, Pa.

*Program Advisory Committee*

DOROTHY BEMIS,  
Lippincott Library, University of Pennsylvania, Philadelphia 4, Pa.

MRS. GERTRUDE D. HESS,  
American Philosophical Society, 222  
Drexel Building,  
Philadelphia 5, Pa.

GERTRUDE HARRIS,  
Lukens Steel Co., Coatesville, Pa.

*(Continued on page 188)*

# SPECIAL LIBRARIES ASSOCIATION CONFERENCE

Philadelphia, June 19-21, 1944

MONDAY JUNE 19	Breakfasts 8:00-9:30	Morning 9:30-11:30	Luncheons 12:00-2:00	Afternoon 2:30-4:30	Evening
		Executive Board (9:30) Financial Library Visits Insurance (10:30-12:30) Newspaper Get- Together and Library Visit Science-Technology	Advertising Biological Sciences Newspaper	<i>General Session</i> "Postwar Planning"	Open House—Carl Schurz Memorial Foundation and American Philo- sophical Society (5:00-7:00) Newspaper Dinner (6:15) Executive Board and Advisory Council— Open Meeting S.L.A. Members (8:00)
TUESDAY JUNE 20	Financial Public Business Librarians (Business Meeting 8:30-9:30) Science-Technology	Advertising-Financial Newspaper Public Business Librarians Science-Technology Library Visits (10:30-4:00) Transportation (10:00-12:00)	Insurance—Social Science Museum Newspaper Transportation	Advertising-Financial Biological Sciences Insurance-Social Science Microfilm Newspaper Library Visits University and College	<i>General Session</i> "Libraries in War and Peace" (8:00)
WEDNESDAY JUNE 21	Newspaper	<i>General Session</i> Annual Business Meeting (9 A. M. Sharp)	Advertising Biological Sciences— Science-Technology Financial Newspaper Social Science (1:00)	Biological Sciences— Science-Technology Financial Library Visits Insurance Social Science Executive Board (4:30)	

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S. L. A. 36TH ANNUAL CONFERENCE

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# TRANSPORTATION RATES

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Between Philadelphia and	RAILROAD FARES				LOWER BERTH One Way	UPPER BERTH One Way	PLANE FARES		BUS FARES	
	COACH One Way	COACH Round Trip	FIRST-CLASS One Way	FIRST-CLASS Round Trip			One Way (See Note A Below)	Round Trip	One Way	Round Trip
Albany .....	\$ 5.89	\$10.64	\$ 8.86	\$17.37	(A) \$ 1.79 (F) 3.45	(F) \$ 2.82	No Service		\$ 4.26	\$ 7.71
Baltimore .....	2.40	4.81	3.61	7.22	(A) .75		No Service		1.73	3.11
Boston .....	9.13	18.26	13.18	26.36	3.39	2.53	(H) \$11.39 (K) 20.76	(H) \$22.77 (K) 41.52	5.18	9.32
Chicago .....	20.75	31.11	31.06	56.58	7.36	5.58	(H) 44.63 (K) 39.91	(H) 89.36 (K) 79.81	14.95	25.07
Cincinnati .....	16.64	24.90	24.86	46.12	6.67	5.06	(H) 39.96 (K) 31.45	(H) 79.93 (K) 62.91	12.02	21.68
Cleveland .....	12.21	19.49	18.22	34.67	4.03	3.05	(H) 25.53 (K) 32.78	(H) 51.06 (K) 65.55	8.86	15.99
Detroit .....	16.39	24.44	24.41	45.66	5.69	4.31	(H) 30.48 (K) 30.48	(H) 60.95 (K) 60.95	11.79	21.22
Hartford .....	6.10	12.19	8.63	17.25	(A) 1.38 3.39	2.53	(H) 5.81 (K) 44.22	(H) 11.62 (K) 88.44	3.62	6.56
Indianapolis ....	18.29	27.37	27.32	50.49	7.36	5.58	(H) 34.85 (K) 159.68	(H) 69.69 (K) 319.36	13.00	23.40
Los Angeles ....	(B) 69.74 (C) 70.31	(B) 113.28 (C) 113.33	112.41	170.83	27.95	21.28	(H) 154.91 (K) 309.81	(H) 319.36 (K) 309.81	51.12	92.06
Milwaukee .....	(B) 34.96 (C) 35.02	(B) 61.41 (C) 61.47	34.29	61.41	(G) 8.11	(G) 6.33	(H) 49.45 (K) 44.68	(H) 98.90 (K) 89.36	15.01	27.03
Montreal .....	(D) 22.94 (E) 22.89	(D) 19.47 (E) 19.49	19.47	37.09	4.03	3.05	(H) 29.67 (H) 59.34	(H) 59.34 (H) 117.53	10.87	19.61
New York .....	2.30	4.60	3.39	6.79	(A) .75		No Service		1.73	2.65
Newark .....	2.09	4.19	3.11	6.21	(A) .75		No Service		1.61	2.65
Pittsburgh .....	8.86	15.01	13.23	25.65	(A) 2.07 3.39	2.53	(H) 22.71 (K) 13.34	(H) 45.42 (K) 26.63	6.67	12.02
St. Louis .....	24.67	36.69	36.69	66.07	9.03	6.84	(H) 58.77 (K) 49.39	(H) 117.53 (K) 98.73	17.08	27.66
San Francisco ...	(B) 69.74 (C) 70.31	(B) 113.28 (C) 113.33	(B) 112.41 (C) 113.86	170.83	27.95	21.28	(H) 159.68 (K) 154.91	(H) 319.36 (K) 309.81	51.12	92.06
Toronto .....	14.11	23.23	20.01	37.89	4.03	3.05	(H) 23.17 (H) 46.35	(H) 46.35 (H) 92.70	11.04	19.90
Washington .....	3.42	6.50	5.06	10.06	(A) 1.04 3.39	2.53	No Service		2.47	4.49

All of the above fares include war tax.

- (A)—Applies for Seat in Parlor Car. (F)—Night Sleeper service Albany to New York and Parlor Car service to Philadelphia or Vice Versa.  
 (B)—Applies Eastbound only. (G)—Parlor Car service Milwaukee to Chicago and Sleeper service to Philadelphia or Vice Versa.  
 (C)—Applies Westbound only. (H)—Applies from New York.  
 (D)—Applies Northbound only. (K)—Applies from Reading.  
 (E)—Applies Southbound only.

NOTE A:—Plane fares subject to change without notice. No plane service now operative to and from Philadelphia, and passengers wishing to avail themselves of plane service will be required to purchase tickets to New York for \$3.39 first-class and \$2.30 coach, or to Reading for \$2.28 first-class and \$1.52 coach, rebuying from New York or Reading at plane fares indicated above.

SPECIAL LIBRARIES

[May-June]

## Who's Who Among the Speakers

MARY LOUISE ALEXANDER, Librarian, The Ferguson Library, Stamford, Connecticut, who is well known to all SLA members, received her library training in the St. Louis Public Library. In 1919 she became Librarian for the J. Walter Thompson Advertising Agency. About a year later she became affiliated with Batten, Barton, Durstine and Osborne, where she organized, and for eighteen years, directed the research department. Under her leadership this library became one of the largest private business libraries in the country. In 1939 she went to Philadelphia to become Director of the Bibliographic Planning Committee which under a grant from the Carnegie Corporation surveyed the library resources and needs of Philadelphia, and developed a plan for a bibliographical center. In November 1941 Miss Alexander was appointed "Special Assistant" to Mrs. Roosevelt in the Office of Civilian Defense as its library adviser. Since January 1943 she has been Librarian of The Ferguson Library. She was President of Special Libraries Association 1932-34 and is President-elect of the Connecticut Library Association.

DWIGHT L. ARMSTRONG, Vice-President of Armstrong Cork Company, graduated from Yale University in 1917. Two years later he was employed in the Corks Division of the Armstrong Cork Company at Pittsburgh, as a laborer. Then followed a series of promotions in the Company and since 1939 he has been Vice-President in the President's Office. He has been a Director of the Armstrong Cork Company since 1931 and is also a Director of the Hamilton Watch Company and the Pennsylvania Water and

Power Company. Mr. Armstrong is closely identified with civic and cultural progress in his community and is a Director of the United War Chest of Lancaster and the Lancaster Free Library. He is also active in the American Management Association and Marketing Executives' Society. Though a busy executive, Mr. Armstrong still manages to find time for his hobbies of gardening and fishing.

CHARLES M. B. CADWALADER is one of Philadelphia's leading citizens. As President of the Academy of Natural Sciences he has given without compensation of his time and energies in the development of its work. In 1935 Mr. Cadwalader won the Philadelphia Award for his services to the people of the City through the Academy and his many other interests.

JOHN J. HEILEMANN is Professor of Physics at Ursinus College and Chairman of the Committee on Microphotography of the Philadelphia Bibliographical Center. He has been acting also in an advisory capacity to the microphotography program of the American Philosophical Society Library.

DONALD M. HOBART, Research Manager of the Curtis Publishing Company, is a graduate of the University of Pennsylvania's Wharton School where he also has served as Instructor in Merchandising. Before affiliating with the Curtis Publishing Company, he was Manager of the Sales School, Dunlop Tire and Rubber Company, Buffalo, New York. Mr. Hobart has had a varied career with Curtis. He has been a member of their Commercial Research Staff, Sales Representative for *The Saturday Evening Post*, Manager of the Commercial Research

Division, and today heads their Research Department. Mr. Hobart is a member of the American Marketing Association, Chairman, Occupational Committee, American Marketing Association and Director, Philadelphia Chapter and American Marketing Association.

WILLIAM F. JACOB, took his degree in Electrical Engineering at Brooklyn Polytechnic Institute in 1916. Since 1917 he has been Librarian of the Main Library of the General Electric Company at Schenectady. Mr. Jacob was President of Special Libraries Association 1937-38 and is a member of the American Institute of Electrical Engineers.

MARIE HAMILTON LAW is a graduate of Washington College. She received her B. S. in L. S. at Carnegie Institute in 1931 and her Ph.D. at the University of Pennsylvania in 1932. She was General Assistant in the Carnegie Library, Pittsburgh, 1907-17; Instructor at the Carnegie Institute, 1907-20; Instructor at Drexel Institute, 1922-25; Vice-Director and Associate Professor, 1925-36, and Dean and Professor since 1937. Dean Law belongs to the American Library Association, Pennsylvania Library Association, Special Libraries Association, Modern Language Association and the Historical Society of Pennsylvania.

M. ALBERT LINTON, President of the Provident Mutual Life Insurance Company of Philadelphia, was educated at Moorestown Friends' Academy, Westtown School, Haverford College and Federal Polytechnic of Zurich, Switzerland. He was awarded his B. S. in 1908 and M. A. in 1910 by Haverford College and LL.D. in 1934 by Miami University. Member of Phi Beta Kappa, Past President Actuarial Society of America, Fellow in American Institute of Actuaries and London Institute of Actuaries. His insurance career began with Provident

when he entered the Actuarial Department in 1909. In 1913 he was appointed Mathematician, Associate Actuary in 1915, Vice-President in 1916 and President in 1931. Mr. Linton is a member of the Advisory Council of the Social Security Board and a frequent contributor to journals on social security and life insurance subjects.

ROBERT C. MCCABE has had a varied newspaper career. He has been City Editor of the *New York American*, Managing Editor of the *Boston American* and *Syracuse Telegram-American* and *Baltimore News*, Rotogravure and News Editor of the *New York Herald Tribune*. Since 1936 he has been Editorial Assistant on the *Philadelphia Inquirer*. He has written a few short stories and magazine articles and likes to delve into American and Japanese history.

ELEANOR M. MOORE is Curator of the Education Department of the University Museum and has charge of all extension work to schools and clubs. The past winter she has managed a weekly radio program over Station KYW in cooperation with the Philadelphia Board of Education. She is a graduate of Mount Holyoke College and the author of the University of Pennsylvania's Press *Youth in Museums* (1941).

DR. STUART MUDD received his M.D. degree from Harvard in 1920. After three years as Research Fellow there, he joined the Rockefeller Institute. In 1925 he came to Philadelphia as Associate in Pathology, Henry Phipps Institute, University of Pennsylvania, and Assistant Professor of Bacteriology. He has been Professor of Bacteriology at the University's Medical School since 1934. Dr. Mudd is a member of many professional associations, a Fellow of the American Association for the Advancement of

# PLACE OF THE LIBRARY IN THE POSTWAR WORLD

By SENATOR CLAUDE PEPPER

Chairman, Subcommittee on Wartime Health and Education, U. S. Senate,  
Washington, D. C.

ONE of the most outstanding differences between this war and others we have fought in the past, is the universal preoccupation with the results we hope to achieve in the way of forming a better and more enlightened world. In attaining these results and bringing them to the fullest fruition, the library will play a most important role.

Education in its broader sense, that is, including both technological training and cultural enlightenment, will play an important part in carrying out the many necessary tasks of rehabilitation with which this country and all countries will soon be confronted. The millions of returning soldiers will need all the aid our educational institutions can offer them. Many of them will require mental readjustment to fit them again into a society from which they were separated by the war. Others will require training for the many new jobs which will have resulted from our wartime experience and technological development, and still others because of physical or mental inability to perform their former tasks, will have to adapt themselves to, and be trained for, occupations different from those they pursued in prewar times.

In all of these readjustments the library should serve as a reservoir of valuable data concerning our experience in group training both during and before the war. For example, wartime experi-

ence with the Training Within Industry program, has taught us many new training techniques which will later be of great value.

The physical and mental rehabilitation program will require a great deal of research by physicians and educators, in order to minister to the needs of our returning men. Special and general libraries will form an important source of this information. Not to be forgotten, of course, is the important function of the library as an inexpensive and accessible study-room for the individual himself. Many returning service men will turn to the libraries for help in preparing themselves for new positions or continuing the learning process which was interrupted when they were called to serve their country.

The re-education of ex-servicemen, however, will not be the sole problem facing us in the postwar development of our human resources. There will be the education of young people whose normal education has been interrupted due to wartime disruption of family and community life. There will also be the education of adults, foreign or American-born, to prepare them for better citizenship and to aid them in their search for self-improvement and resultant economic betterment. Expansion of our educational system to include greater opportunities for adult education, would indeed be a concrete manifestation of the increased enlightenment which we hope will follow victory of the democratic forces.



We constantly hear, via the radio and the press, of the industrial advances which are being made and which will come to fruition after the war. For example, the expanded use of nylon and synthetic rubber, to mention only two products, will require knowledge and development of new techniques, by both labor and management. The library will serve as a source of reference for industrial managers and technicians who wish to study wartime technical improvements and apply them to postwar production. Such expansion, it is hoped, will benefit labor by providing improved products for home consumption and by creating new jobs which will absorb the increased supply of manpower available after the war.

There is a growing awareness that the end of this war must not find us with a huge over-supply of labor and no means of employment. Many industrialists, realizing this and wishing to take quick advantage of postwar markets, are preparing now for reconversion to peacetime needs. This will require considerable study and planning, and the libraries can offer substantial help in this direction.

The waging of a world-wide war has brought home to us the necessity for adequate background material and statistics as a prerequisite for competent coordinated action. Perhaps we in Washington are particularly conscious of this need. The demands on the Library of Congress by the Army and Navy and other Government agencies have been tremendous in this emergency, and much valuable information has been secured and utilized in the interest of more effective prosecution of the war.

Judging from all signs, America is to play an important role in the postwar development of various economically back-

ward countries. If so, then in peace no less than in war it will be necessary to have at our fingertips a vast amount of technical and statistical data. These are the tasks we have before us. Yet, it is an unfortunate fact that in spite of the importance to our national development of education and educational facilities, our educators and those who supply and organize the material for the education of our people are grievously underpaid and overworked. In many instances, this condition has led to considerable deterioration of such services, including the libraries.

At the request of the Senate Committee on Education and Labor, the Subcommittee on Wartime Health and Education, of which I am Chairman, recently conducted a hearing on Fixed Incomes in the War Economy. In the course of this hearing, testimony was given on the economic condition of librarians during wartime. It was shown that a situation which was never too good has been greatly aggravated by increased living costs and the lure of better-paying jobs in war industries. As a result, there has been a drastic reduction in library personnel. Considering the fact that a librarian must have at least a college education and one year of special study, the salaries now paid to librarians are altogether inadequate, and libraries cannot compete in the personnel market with other agencies and institutions who demand workers with broad educational backgrounds.

If libraries are to perform effectively the important tasks of which they are capable, and if our society is to have the full benefit of the libraries' contribution to advancement of industry and culture, the conditions revealed in the recent hearing will have to be remedied. Such a remedy will require, first of all, that the

position of librarian be made more attractive to qualified individuals.

The library, with its great possibilities for contribution to human welfare, should not merely be restored to its prewar efficiency, but its facilities and services should be expanded as fully as possible in order to meet the coming need for postwar education.

Libraries are, together with schools and motion pictures, among the most effective instruments for transmitting our accumulated knowledge to the greatest possible number of people. Knowledge in the hands of the people is one of the best weapons we have with which to fight for a lasting peace and a better, more democratic world.

## THE LIBRARY OF CONGRESS

By LUTHER H. EVANS

Chief Assistant Librarian, The Library of Congress, Washington, D. C.

**B**ECAUSE their contacts with the Library of Congress are usually in connection with the Library's varied and extensive services to other libraries, librarians in general are apt to think of it solely in terms of those functions which have won for it the not infrequent designation of "the world's greatest national library." Librarians who do so, however, forget that the Library of Congress is first of all, both by creation and primary responsibility, as well as in name, the library of the elected representatives of the United States.

This close and unique relationship between "the Library of the United States," as President Jefferson called it, and the Congress is, of course, a source of pride for members of the Library of Congress staff. Far more than that, however, this close relationship has not only beneficially affected the efficiency of the services which the Library renders to the public and other libraries, as well as to Congress, but, through the reciprocal pride of the Congress in its Library, it has also been, in a large measure, responsible for the development of the Library of Con-

gress into one of the world's great centers of learning. It was the Congress itself which long ago extended the use of its library to other officers and offices of the Government and to the public generally. By virtue of the fact that the Congress placed at the disposition of the Library's users not only the rich collections with which it was in time provided, but also the skilled services of the scholars, the technicians and the experts in various fields whose first duty was to make the collections serviceable to Congress, the Library became a reference library to the people or, as the present Librarian of Congress has described it, "A People's Library of Reference."

The interest of Congress in its Library is, therefore, largely responsible for the fact that the Library of Congress today is much more than a library. "It is also", points out Archibald MacLeish, the Librarian of Congress in his *Annual Report* for 1943, "the world's largest publisher of certain types of publications. It is the trustee and guardian of the three principal documents of freedom in the Atlantic world. It is the largest public

reference service in existence. It is the editor and, to an extent, the arbiter of a basic classification of knowledge which is used over a considerable portion of the earth. It conducts a number of commercial or semi-commercial operations, two of which do businesses of better than \$300,000 a year apiece. It is the manager of a permanent endowment of almost \$2,000,000 and the accountable dispenser of close to \$5,000,000 of annual income. It is the largest and certainly the most important producer of chamber music in the world today. It is the employer of a staff of approximately 1,500 souls. And it not infrequently houses in its reading rooms and studies, as well as on its staff, more scholars than most great universities can muster at a full commencement."

The wisdom of Congress in recognizing that its Library must be "something more" than a library, that, in fact, it must become a center of the nation's culture, has been amply demonstrated by the service which the Library has been called upon to perform in connection with the war program. The fact that modern warfare, or so-called "total war", is ultimately a warfare between entire cultures, is daily demonstrated at the Library of Congress by the nature of the inquiries which it receives, not only from the war agencies but from the Members of Congress as well. Just as the ordinary citizen in a democracy turns to libraries in times of national stress for the information he needs in understanding the complex social forces of the modern world, so the statesmen in Washington have called upon their Library for a reference service which during the last few years has been without precedent in its scope and size.

#### LEGISLATIVE REFERENCE SERVICE

Immediate responsibility for handling inquiries received from Members of

Congress is delegated to the Legislative Reference Service of the Library. It would be wrong, however, to conclude from this fact that the other divisions and departments of the Library make no direct contributions of service to Congress. Every unit of the Library, and a large proportion of the total members of the staff, today are continuously called upon for work which contributes to the knowledge drawn upon by the Congress in formulating the legislation to guide national policy. Such service may range from complex legal research performed by the Law Library, through services like the supplying of photoduplicates of Library materials by the Photoduplication Service, to the less professional, but important, messenger service by which the Library supplies books to Members not only in their offices but also directly to them on the floor of Congress. In addition, the Library maintains reference collections and provides direct reference service in Book Rooms in the two House Office Buildings, the Senate Office Building and the Capitol. The Legislative Reference Service, moreover, is dependent, in a very real sense, upon the other divisions and services of the Library. Inability on the part of any other unit of the Library to perform the heavy burdens placed upon it inevitably impairs the type of service which the Legislative Reference Service can render.

In answering inquiries of Members, and of their constituents, the Legislative Reference Service frequently calls upon appropriate divisions of the Library for assistance which they are in a better position to render than is the Service itself. The Service exists for the purpose of assisting Members and Committees of Congress in securing information and in doing research which they require in their capacity as members and agencies

of the national legislature. The staff of the Service, therefore, is a special staff with special duties to perform, and is not available to assist in the normal functions and routine operations of the Library.

The Legislative Reference Service is one of the three main units of the Library's recently reorganized Reference Department, in which it has bureau status. Besides an administrative section, the Legislative Reference Service is composed of a Reference Files Section, a Special Projects Unit, the Congressional Reading Room and four basic scholarly units, the Economics, Federal Law, State Law and Inquiry Sections. The Congressional Reading Room not only provides reader and reference service directly to Members and their secretarial staffs, but it maintains a special browsing collection of books of current fiction and non-fiction reserved especially for Congressional families.

During the past two years, the Legislative Reference Service undertook for Congress and for certain executive agencies the most ambitious assignments in its history. A series of so-called "basic data studies", presenting both basic information and representative opinion on complex questions under Congressional study, touched on such topics as Federal field offices, reciprocal trade agreements, deficit financing and the postwar treatment of Germany. In the fiscal year 1943, three hundred and seventy-five summaries of Congressional hearings were prepared. Abstracts of articles on postwar problems, prepared originally for the State Department, were made available to Congress, and a bibliography of articles on the war and war-related subjects, called the F Series, was produced for the Office of Emergency Management, all under transfers of funds.

Commenting upon this activity, the Librarian of Congress, in his current *Annual Report*, has written: "much of the work thus done by the Legislative Reference Service was done on funds transferred from executive agencies for the purpose, and much of it, therefore, terminates with the termination of the funds which the Bureau of the Budget has decided not to renew. But the value of the services rendered has been established and the field of useful activity of the Service has been more thoroughly explored. Both the committees of Congress and the research officers of the executive agencies have discovered that the Legislative Reference Service is capable of supplying services which are available nowhere else, in the Government or out. The consequences so far as the executive agencies are concerned are not easy to foresee: they involve complicated questions of the relation of a legislative agency to agencies in other branches of the Government. But the consequences for Congress are already apparent. The Legislative Reference Service is being used by committees as well as by individual members, and its possible future place in the order of legislative business is increasingly clear."

The most extensive recent bibliographical undertaking of the Legislative Reference Service is a *Bibliography of the World at War*, prepared for the Office of Emergency Management. At first published weekly in a mimeographed *War Service Bulletin*, this publication was later issued in 30 volumes containing 28,791 annotated items, covering the publications of the period April 1941 to May 1943. The so-called *Public Affairs Bulletins*, probably the Library's basic publication contributing directly to legislation, are also prepared by the Legislative Reference Service, and a list of the titles

in this series reads like a list of the major issues which have confronted Congress in recent years. Numerous reports prepared by the Service are published from time to time in the *Congressional Record* and several basic data studies have been printed as Congressional documents. Among the better known of the regular publications are the biennial *State Law Index*, of which the ninth volume was issued last year; the *Digest of Public*

*General Bills*, and *Current Ideas in State Legislatures*.

The Legislative Reference Service also undertakes to prepare special studies which are published by Congressional Committees. An outstanding example of the latter is a forthcoming study on the events leading up to the second world war, which will be published in the near future as a House Document by the House Military Affairs Committee.

## THE LIBRARY SERVICE AND RESEARCH DIVISION

By RALPH M. DUNBAR

Chief, Library Service Division, U. S. Office of Education, Washington, D. C.

WHY does the U. S. Office of Education have two libraries? Budget officers frequently raise that question when they see in the annual estimate two items: Library Division and Library Service and Research Division. Others also have been puzzled by it.

To straighten out the complication, explanations are usually necessary. The Office of Education has actually only one library, because its Library Service Division is not a library at all, but a unit established at the Federal level about five years ago at the request of librarians and other educators to aid the development of libraries throughout the United States. It was created to serve all types of libraries: school, college, public, State and special. Since these statements are rather general, perhaps some specific examples may indicate what the division is doing to further the cause of libraries.

### STATISTICAL INFORMATION

As one of its primary functions, the

Library Service Division is endeavoring to make available a body of essential data about libraries in the United States. In L. R. Wilson's *Geography of Reading*, it was pointed out that "one of the great limitations of librarianship, today, is that it lacks a fundamental body of data as well as of special studies which can be compared exactly and applied to the solution of problems by which it is beset." The division is trying to do its part by providing comprehensive, comparable, and reliable statistics on libraries, a necessary underpinning for research and planning in the field of librarianship.

Present plans call for a four-year cycle of statistics, with one type of libraries covered each year, as for example: (1) public school libraries; (2) college and university libraries; (3) public libraries; and (4) State, Federal and special libraries. Among the items to be included and interpreted are: Size of collection; annual growth of holdings; number of clientele served; service rendered; source

of receipts; amount of expenditures for books and periodicals, staff salaries, equipment and supplies, maintenance and capital outlays.

Statistics may seem dull and dry, but they are nevertheless essential for good administration and planning. Various library groups call upon the division for basic statistics; library administrators and students of library science constantly need such data; government agencies, including the war ones, likewise want information about the size of libraries, their potential services, and, especially in this war period, their consumption of certain commodities such as fuel, paper, gasoline and tires. An inadequate staff and wartime conditions have handicapped seriously the statistical activities of the unit, but it has published: *Public Library Statistics, 1938-39*, *College and University Library Statistics, 1939-40*, and is now in the final stages of a 1941-42 compilation of public school library data, which will involve probably some 175,000 schools.

#### RESEARCH AND ALLIED ACTIVITIES

In making appropriations for the unit, the Congress specifies that the funds are "for making surveys, studies, investigations and reports regarding public, school, college, university, and other libraries." The statistics previously mentioned furnish the groundwork for some of these reports, but in addition, the division has undertaken research studies and also prepared tools for research. As an example of the latter may be cited *School Library Administration*, an annotated and logically arranged bibliography for the student and worker in that field. The digest, *Laws affecting school libraries*, is a tool for administrators and research workers who are studying the legal provisions governing the establishment, maintenance and operation of school libraries.

The exploratory study, *Unit costs in a selected group of high-school libraries*, endeavors to establish some quantitative costs of school library operation and also to contribute towards evolving a technique for measuring such costs. Eleven schools with good library service cooperated by keeping detailed time figures on defined library operations and processes. The compilation and interpretation of the collected figures furnish a basis, with limitations duly noted, for answering such questions as: How much does it cost, on the average, to answer a reference question; to instruct a class for one period in the use of the library; to circulate a book; to acquire a title; to render readers' advisory service? It also presents some average time figures for these various processes.

Another research study which has been under way for some time but not yet completed is one on the organization and functions of the State agencies for library service. The division has collected data regarding the legal basis of these agencies, their organizational patterns, their activities and their facilities. War activities have interfered seriously with the completion of this rather extensive study.

In connection with the lowered book-post rate problem, the division carried on in 1939 a study to determine the benefits to schools, colleges and libraries. The Commissioner of Education was asked by the President to find out whether his Executive Order of November 1, 1938, reducing the book-post rate, had really resulted in the cultural growth, education and development of the American people. The findings in this investigation were presented to the President, and were used in later hearings on the subject by a representative of the division, who testified.

## BIBLIOGRAPHIC SERVICE

In response to numerous requests the division has tried to keep librarians informed about current war-related publications issued by Federal agencies. One member of the staff devotes considerable time to making contacts with publication officers, selecting, annotating and listing significant documents. This material appears in the section "U. S. Government Announces" of *Education for Victory*, the official bi-weekly of the U. S. Office of Education.

Besides the school library administration bibliography already referred to, the senior specialist in library materials has directed the compilation of a number of bibliographies in the field of international understanding. Among these are *Arts, crafts, and customs of our neighbor republics* and *Industries, products and transportation in our neighbor republics*. In each of these publications, a detailed subject index opens up a wide variety of material to the librarian, the teacher, the student and the general reader. From time to time library specialists prepare special lists bearing on the field of librarianship.

## EXHIBITS

Lists of books and other materials serve an essential purpose, but they are limited in value where library facilities are meagre and the funds to acquire the needed facilities are lacking. This is especially true in the Latin-American field. To remedy this deficiency in part, the Library Service Division with the aid of funds from the Office of the Coordinator of Inter-American Affairs has carried on for three years an extensive exhibit project of materials showing the life, customs and accomplishments of our neighbors to the South. Using books, pamphlets and periodicals as the core, a special exhibit staff under the supervi-

sion of the division planned and arranged displays which included also panels of selected Latin-American photographs, handicrafts of the other Americas, phonograph recordings of their music, flags, posters, maps, reproductions of coins and stamps.

In order to assist the users in obtaining the greatest possible benefits from the display, a manual of explanations and suggestions was sent in advance of the shipment of the exhibit. From the funds supplied, the division has prepared for circulation throughout the country 150 general exhibits, plus 10 in the field of art and 10 in the area of social studies, and 500 portfolios of photographic panels showing life and customs in the various countries to the south of us. Schools, teachers, public libraries and civic organizations have made use of this project. There has always been a long waiting list.

## CONSULTANT SERVICE

The division already has been rendering advisory service on library problems. As it builds up a body of essential data and when it augments its staff, it hopes to do much more. A great deal of this work is necessarily by correspondence or by conferences in Washington with visiting librarians. For instance, the opinion of the division was requested recently on the extent of recognition of public libraries as educational agencies, as seen in State statutes and constitutions. Another call was for advice on organizing a community library and on the possibility of Federal aid. Still others involved recommendations on adequate physical plant facilities for school libraries, and sound criteria for the selection of books for children and young people. A committee of college and university librarians is at the present time requesting certain information regarding publicly and privately controlled institutions.

At the request of the States, members of the staff go into the field to participate in workshops and clinics on library problems, but the extent to which this has been done is severely limited by the lack of travel funds and adequate staff. The specialist in library materials, however, has aided in the planning and operation of clinics and in-service institutes to consider the bases of sound book selection for children and young people and to work on the problem of rendering reading guidance. Another member has been serving as a consultant on a State committee which is making an extensive survey of public library facilities within the State. Insofar as time permits, staff members have been participating in the activities of the boards and committees of national professional associations.

#### REPRESENTING LIBRARY INTERESTS

The appropriations for the Library Service Division specify that the unit shall "develop library participation in Federal projects." In view of the fact that the Federal libraries already are and have been making important and far-reaching contributions in this field, some specific examples may show just what part the Library Service Division plays in this connection.

For one thing, it endeavored to have library facilities included in the Community Facilities Act. The division assembled facts on library needs in the defense areas and presented statements at the Congressional hearings. A member of its staff made field investigations of library conditions in several critical areas, in order to be competent in certifying library requests under the Community Facilities Act. However, the Program and Project Review Board of the Federal Works Agency finally "determined that libraries were not eligible to receive assistance under the Lanham Act."

The unit has participated in several public housing conferences, at which plans for the inclusion of library services were included. Advice and materials were presented showing the library resources and facilities which might be counted on from local and State library agencies. At the same time, information was forwarded to the State library agencies about the possible needs of the public housing projects.

The unit maintained close relations with the Library Program Division of the Office of War Information, and cooperated with it in many activities involving library interests. Now that the OWI library unit has been discontinued, the Library Service Division in the Office of Education is assuming some of the former's functions. It plans, for instance, to keep in touch with the various war-related informational programs sponsored by the OWI. News of this activity will be conveyed to libraries through the medium of the "Libraries and the War" section of *Education for Victory*. In turn the division will endeavor to keep the war agencies informed about the activities of the Nation's libraries.

Another task to be continued is seeing that libraries are included when the distribution of government documents is considered, a long-standing problem which has been aggravated by wartime restrictions, curtailed budgets and paper shortages. Libraries are efficient and economical media for the dissemination of vital governmental information, but this principle can not be emphasized too frequently to publication officers. Progress has been made, but there is still much to be done.

One of the most difficult tasks has been that of pleading the cause of libraries before the government agencies charged

(Continued on page 186)



# THE LIBRARY OF THE FIRST COUNCIL SESSION

## United Nations Relief and Rehabilitation Administration

By HELEN LAWRENCE SCANLON

Librarian, Carnegie Endowment for International Peace, Washington, D. C.,  
and Librarian of the First Council Session of U. N. R. R. A.

ON November 9, 1943, representatives of each of the United Nations and of eleven nations associated with them in the present war, signed an agreement establishing the United Nations Relief and Rehabilitation Administration. This agreement provided for a policy-making body of the Administration, the Council, composed of one representative of each of the forty-four signatory powers. On the following day the first session of the Council convened at Atlantic City.

Although future sessions of the Council will be conducted as periodic meetings of a permanent organization, the procedures of the first session were those of an international conference. As host, the United States made the necessary advance arrangements, convened the meeting and provided it with a temporary secretariat. The library was a part of this secretariat.

The inclusion of a reference library within the facilities offered the delegates, while not revolutionary, is certainly noteworthy. One is impressed by the almost complete absence of the word library in studies dealing with international conferences. Practically every writer on this subject, while omitting reference to a library, devotes considerable attention to the necessity of providing an efficient information office where delegates may learn the dates for social functions, the niceties of international etiquette or the address of the best local hairdresser. To

be sure, Mr. E. E. Hunt, in listing seven sources of information for participants in conferences, gives fourth place to libraries.<sup>1</sup> Lest librarians should become inordinately proud of this high tribute to their profession it must be added that Mr. Hunt gives third place to files of newspapers and periodicals (obviously without librarians to facilitate their use).

It is true that our Government provided a reference library for the American Commission to Negotiate Peace in 1918. Dr. James T. Shotwell, of Columbia University, was designated as the Librarian, because Dr. Isaiah Bowman, a member of the Commission wished Dr. Shotwell's presence and advice at the Peace Conference. Dr. Shotwell describes the situation in these words, "Dr. Bowman camouflaged my position by asking that I be given charge of the reference material and the library."<sup>2</sup> Shortly after arrival in Paris the American Commission was reorganized and Dr. Shotwell became Chief of its History Division as well as Librarian.

The technical work of organizing and servicing the collection was assigned to a professional librarian, Miss Florence Wilson, who later became the first librarian of the League of Nations. The book collection, numbering 4,612 volumes, was loaned by various libraries. In discussing the library, Dr. Shotwell states: "There was not a little humorous comment in the

<sup>1</sup> Hunt, E. E. *Conferences, Committees, Conventions and How to Run Them*. New York, Harper, 1925. p. 60.

<sup>2</sup> Shotwell, J. T. *At the Paris Peace Conference*. New York, Macmillan, 1937. p. 15.

press at the time on the 'shipload of Peace Conference munitions' and some of the experienced diplomats of the old school were frankly critical of the air of academic amateurishness which in their eyes this seemed to imply. Nevertheless the event completely justified the precaution."<sup>3</sup>

Since that time it has been the practice of the State Department to provide its conference delegations with library materials if not with professional staffs to service them. If meetings are held in cities with adequate library facilities a special conference library is not necessary. For example, the Washington Conference on the Limitation of Armaments had at its disposal the library resources of Washington. On the other hand, in planning the arrangements for the United Nations Conference on Food and Agriculture, held at Hot Springs in 1943, the Department recognized that a special library would be required, and Miss Mary F. Carpenter of the Department of Agriculture Library, served as Librarian.

The original plans for the Library of the first Council session of U. N. R. R. A. were made by officials of the United States Office of Foreign Relief and Rehabilitation Operations, with the advice and assistance of Miss Alice Bartlett, former Deputy-Librarian of the League of Nations and now Research Consultant, Division of International Security and Organization, Department of State. The preliminary step was the compilation of a list of books to be included. Various officials who were expected to participate in the work of the meeting submitted lists of the books which they would need, including those on international organizations in general and special problems of such bodies. Publications covering nutrition, health and re-

lief work, and collections of treaties were also numerous. In addition, a list of reference material, including a general encyclopedia, biographical dictionaries, English language and bi-lingual dictionaries, atlases and many statistical volumes, was prepared. Unfortunately the book lists were not submitted by the officials until so late that there was no opportunity to check entries and supply full and correct bibliographic information. As a result, the libraries from which material was borrowed encountered considerable difficulty in identifying some items. In spite of this, the response of librarians everywhere was prompt and their cooperation splendid. The book collection thus assembled, although numbering only about 500 volumes, proved remarkably rich in the information needed at the meeting. It was supplemented by a map collection which was supplied by the Map Library of the Department of State.

The Library staff for the meeting consisted of Miss Lucile Donovan, Miss Ray Stilwell and Miss Mary Virginia Brennan, respectively Librarian, Cataloger and Secretary in the Library of the Office of Foreign Relief and Rehabilitation Operations, Miss Elizabeth Longley, Research Assistant in that Office, Miss Margaret W. Ayrault, Acting Chief, Processing Section, Department of Agriculture Library, and myself.

On arrival at Atlantic City four days before the meeting opened we found that two well-located rooms had been allotted to the library. One of these was used as a reading-room. In the other, book cases were installed and the collection assembled and cataloged. As each book was cataloged a shelf list was prepared which showed the ownership of the book. This served as a record of the books borrowed from each library and provided a check list useful in sorting and packing the

<sup>3</sup> Ibid. p. 15-16.

books for return to their various owners at the close of the meeting.

We eventually completed the preliminary work although not without delays and vexations. The carpenters took a day off, thus delaying the installation of the book shelves. The supplies were delayed and when they finally arrived were found to be unsuited to our needs. Our typewriters were fine new models, but not one was equipped with a card-platen! However, by adapting the materials at hand and adjusting our preconceived ideas, we succeeded by the time the Conference opened in having a library ready for operation, if not for inspection by a professional eye.

Before describing library service at the session it is necessary to indicate briefly the general program of the meeting. The first three days were devoted to general sessions at which the organization of the meeting was completed, rules for its functioning were adopted and the committees and subcommittees, which would do its main work, were appointed. During the next two weeks the subcommittees discussed the problems assigned to them, at the end of which time their conclusions were received and acted upon by the committees. These in turn presented their reports and recommendations to the plenary sessions of the Council held on the last two days of the session. In these final meetings the policies and procedures to be followed by the Administration were adopted and placed on record.

Library activity at the conference followed a pattern which reflected these three distinct phases. During the organization period reference work consisted largely of requests for information about parliamentary procedure and biographical data on participants in the meeting.

Once the committees and subcommittees started work there were increased

demands upon the Library. These fell mainly into the following broad groups: (1) requests for information about the administration of international associations, including their organization, rules and policies; (2) requests for statistical information on the countries affiliated with U. N. R. R. A.; (3) requests for information on relief and rehabilitation work in general and on such special aspects of it as transportation, agriculture and welfare organizations.

In the final period we found that we were receiving requests for all kinds of miscellaneous information, including quotations from Shakespeare. This unexpected activity was due to the fact that the delegates were preparing their final addresses to the Conference.

It is obvious that our small book collection could not provide the answers to all these queries. We were forced to draw upon other libraries. Prior to the meeting, arrangements had been made for the staff of the State Department Library to give us all possible service. In spite of their already heavy duties, they gave our pleas for help prompt and efficient attention. A direct telephone line and daily courier service between Atlantic City and Washington made it possible for us to obtain material very quickly. The Atlantic City Public Library as well as Government and private libraries too numerous to mention, were also most cooperative in providing us with reference assistance and books.

As the meeting progressed we found that the documentation presented our greatest problems.

In the first place, with a nice regard for the librarian's systematic mind, the Secretary for Documentation asked that the Library staff assist in the registration of the documents by classifying each document according to its origin and as-

signing its symbol. For this purpose a symbol scheme had been prepared by the Secretary and we used it as we would a classification scheme. The procedure of document registration was as follows: A manuscript was sent by the issuing agent to the Documents Office where it was registered and given a reception number. The manuscript, bearing this number and accompanied by a clearance slip, was then sent to the Library. There we assigned and added its symbol to the document and prepared two copies of its registration card. These cards indicated the nature of the document and in the two upper corners gave its reception number and symbol. The document was then sent to the mimeograph room for duplication and the cards were filed in reception number and symbol files in the Library. Since the documents were received for registration at almost any hour of the day or night, the Library was open each day from 8:30 A. M. until 2:00 A. M. or later.

Next, our official files of this material had to be completed. Our records showed all the registered documents, but we found that in spite of all our efforts to prevent it, some documents were being released without registration. Each day the *Journal* was checked for mention of such items and they were searched. In some instances copies were not available and typewritten copies were made.

Several times daily we sent to the stock room for the documents which had failed to reach us in the original distribution. This process was time-consuming for us and troublesome for the stock clerk, but future conference librarians should follow it religiously. Unless the conference document system is perfect (and what one is?) it will be necessary.

Finally, the cataloging of the documents presented several difficulties. These documents were to be deposited in the

library of U. N. R. R. A. and would be a part of a larger collection. Since that library was not yet in existence, we could not follow its practices, regarding entries and subject headings. We arbitrarily adopted "U. N. R. R. A." for the entry for the Administration, following the Library of Congress practice of abbreviating the name of the United States. Contrary to the L. C. practice of entering practically all League of Nations material under that name without subdivision, we used all possible divisions under U. N. R. R. A., in order to make each entry as specific as possible.

The subject subdivisions used by L. C. under the League of Nations entry proved helpful, but not entirely satisfactory. We finally established such original headings and subject subdivisions under U. N. R. R. A. as seemed absolutely necessary and for the rest used L. C. headings. In addition to the subject and added entry cards we made Reception No. and Symbol cards for each numbered document. How much recataloging will be necessary if our file is combined with a catalog using L. C. headings is a question the future must answer.

In this brief account of library work at the first session of U. N. R. R. A. it has been possible only to outline the important duties and problems which were ours. A librarian can easily imagine the numerous details which demanded our attention. A librarian can imagine, too, the stimulating atmosphere in which we worked. The thrill of meeting representatives of our allies and helping in a small way to insure the smooth functioning of the meeting more than compensated for our long and strenuous hours of duty. Although by the time the session closed we were somewhat in need of rehabilitation ourselves, we were most grateful for the opportunity that had been ours.

# U. S. INFORMATION LIBRARIES

By CHESTER S. WILLIAMS

Office of War Information, Overseas Branch, Washington, D. C.

"THIS is a beginning. We hope to fill gaps among these books as time passes and as we learn more about what you want to know of us; for we want to lay our cards on the table unafraid. We want you to know us as we are and as we would like to be. We want you to know us as human beings. You have met our young men and women in uniform. We want you to see us at home, organized for life, in drawing room and in overalls, in Hollywood, in apartment house and on a farm.

"And so I take pleasure in presenting to you, through these books, America. And I take great pride in presenting to you these women of America who will preside over this collection and introduce us to you. We are proud of them as products of our life and our country."

These words were spoken by the American Minister to Australia, Nelson T. Johnson, at the opening of the U. S. Information Library in Sydney. The library in Sydney was the second official overseas American library to be established by the Office of War Information. The first was officially opened in London at the American Embassy in May 1943 under the direction of Dr. Richard Heindel. The third was officially launched March 29 in Melbourne, Australia, under the direction of Miss Helen Wessells. Others about to open will be located at Wellington, New Zealand; Johannesburg, South Africa; Bombay, India. A beginning has been made in Madrid, Spain, where a small collection of books assembled at the Casa Americana has been made available to those interested in American literature. Another library has been planned for Stockholm, Sweden. Meanwhile, collections of books and other materials have been crated for reference

libraries in various centers in Europe when the day of liberation comes.

## COLLECTIONS IN LIBRARIES

Lest it be concluded that the range of service suggested here implies a vast library, the modest character of the libraries already established should be made clear. The American Library in London which was begun in the Fall of 1942 has about 5,000 books covering all fields with special emphasis on Americana, 10,000 pamphlets and government documents, 500 subscriptions to American popular, professional and technical periodicals. It is staffed with five Americans and three British librarians and researchists. It has already outgrown its cramped quarters, a remodeled former dress shop located on the street at one side of the American Embassy. This library receives over 100 books a month and scores of packages of pamphlets and government documents. Its collection of American Government documents covering the past few years is probably as comprehensive as most large city libraries in this country possess.

The five libraries in Sydney and Melbourne, Australia; Wellington, New Zealand; Johannesburg, South Africa; and Bombay, India; which were undertaken in the Fall of 1943 have been supplied with a basic collection of 1,000 books, 3,000 pamphlets and government documents, and receive about 130 American periodicals. Each receives 50 to 60 new books monthly and a steady flow of pamphlets and government documents. The library in Sydney is staffed with three Americans and two local assistants.

The others are operated by two Americans and two local assistants.

Besides books, pamphlets, government documents and periodicals, these libraries have collections of American photographs, negatives and plastic plates, posters, maps, film strips, recordings and prints. They are all located in ground-floor premises opening on the street and have space for window displays. Special exhibit collections on such subjects as "American School Books", "Children's Books", "Pamphlets on America" are being provided.

The libraries in Madrid and Stockholm are just now being planned. There is an American librarian in Madrid with a small collection of books. These and other libraries will be developed to suit the area much along the lines of the ones in the British Commonwealth.

All of these libraries are serviced regularly from two offices. The office in New York selects and procures books, pamphlets and subscriptions to magazines. A unit in Washington selects and procures government documents and government periodicals. The librarians on the spot make up their own lists of desired materials and suggest the subjects in which they find special interest. Because of the distance and time required for communication, the bulk of the material is selected in the New York and Washington offices by staffs keeping constant watch over the output of new materials. Through cooperation with all of the government agencies, the Washington office has a rather complete audit of all government publications printed and mimeographed.

#### FUNCTION OF LIBRARIES

These information libraries serve several purposes. Allied and neutral countries have been seriously handicapped during the war years in securing Ameri-

can books and printed materials. Shipping restrictions, censorship, unusual exchange regulations and the growing paper shortage have reduced the flow of American print to a mere trickle. Yet in war-time it is essential that allies and neutrals be thoroughly informed on the American war effort as well as the life and institutions of this country. To this end offices or "outposts" of the O. W. I. have been established in foreign capitals.

A U. S. Information Library is first of all a reference collection for the use of press, radio and other information specialists in O. W. I. offices abroad. Some of these outposts not only provide information for the allied channels of communication in the country where they are located, but in addition prepare leaflets and broadcasts for enemy and occupied countries. Libraries in these outposts serve as newspaper morgues for quick reference.

While serving this essential reference function for O. W. I. information and propaganda work, these libraries perform many other services in a direct information program. These services are perhaps best described in terms of the clients of the libraries already operating.

*U. S. Agencies:* Embassies, legations and consular offices, commercial attaches, special commissions and visiting American officials find these American libraries increasingly useful in their work. The library not only assembles material on all significant subjects, but takes pains in bringing incoming books, pamphlets, periodicals and government documents to the attention of the officials according to their interests. A new shipment is studied by the librarians before the material is put on the shelves or in files, and notes or telephone calls inform the various officials in the American community of specific items likely to concern them.

Often a marked pamphlet or periodical will go to an official by messenger immediately on arrival. The library keeps track of arriving missions or special representatives and their fields of inquiry.

*Local Government Agencies:* The ministries and other government agencies in the country to which the library is assigned constitute important clients. The printed product of U. S. Government departments is of great interest and often of immediate usefulness in other countries. The libraries insure a systematic means of bringing such American material to the attention of the various agencies. It was discovered in London, where the best lines of communication between agencies in the two countries already existed, that much vital information never reached the official concerned in spite of the efforts of the British Information Services, and the exchange of correspondence between various officials on both sides of the Atlantic.

Such cooperation contributes to the practical job of winning the war as well as the planning now going forward to win the peace. It accelerates the spread of information to our allies and by a process of personal representation makes it more certain that vital information will not be lost in the shuffle. It would be difficult to measure the manpower saved and the improvements in production and warfare which have already resulted from the systematic work of the American Library in London in bringing the findings of American Government agencies and industries to the attention of their British counterparts.

Government officials in a foreign country want and need access to books and periodicals not published by American Government departments. In peace times this material can be secured with relative ease, but in wartime many difficulties

and delays inhibit the flow of such material. By the time an allied official finds out about a book or a magazine article he needs, it may be out of print. If it is available it takes a long time to get it across the seas. The regular ordering of all significant books and periodicals for the U. S. Information Library, usually before reviews appear, insures that the allied government can secure what is needed. In many cases, the official will have the book or magazine article brought to his attention by the librarian. Officials in London have expressed great appreciation for this service. They point out that many important publications they ordinarily would never hear of, have come to their attention through the library. Of course, the catalogued collections are used constantly by representatives of various government agencies in search of specific information.

The *exhibit collection* has proved of special usefulness to government agencies. A rather complete collection of printed materials on a given problem is assembled in Washington and sent to the library in the outpost, which in turn arranges for it to be loaned to other interested government agencies. For example, several score of books and pamphlets on school buildings were assembled for loan to the Board of Education and other agencies working on postwar building programs. The organized and annotated collection may be given public display by the ministry involved as a means of stimulating public interest in the way the United States is attacking a common problem. The work on such collections is usually done by experts in the proper American agency.

*Journalists, writers, speakers and editors:* The U. S. Information Library counts the users of the existing channels of communication among its most con-

sistent clients. It cultivates acquaintance with these natural interpreters and learns about the fields of their special interests so that as new material arrives, it can be brought to the attention of those most likely to use it. In wartime the means of spreading information are curtailed; newspapers in some allied countries are very small; periodicals limited in size and circulation; books held down to a fraction of pre-war output. It is especially important then that the people who are struggling to publish under war handicaps be given as much help as possible to make the best use of the space and paper available. A library serving overworked writers and editors intelligently, can be of assistance in insuring that the people of an allied or neutral country are well informed about this country.

The public platform and the photographic exhibit have been used extensively in the countries of the British Commonwealth as media of public information. Lecturers and those planning exhibits rely upon an American library for information about the United States and about subjects on which American scholarship has made contributions. In a large outpost like London a special program of exhibits is planned by specialists. In smaller outposts the librarians may be relied upon to supply pictures, negatives and plans, as well as data for exhibits. The same applies to musical and radio recordings for broadcasting, filmstrips for schools and public showing, even 16mm documentary films for non-theatrical exhibition. In any case, the planned use of these media in concert is facilitated by the library.

*Organizations and societies:* Still another type of client comes from the professional and civic organizations and societies. Farm organizations, women's groups, youth, labor and business asso-

ciations, professional bodies in education, medicine, the sciences, sociology and research institutes want information about their opposite numbers in the United States and about American thinking on problems of special interest to them. American periodicals are of special significance in serving the interests of these groups.

*Libraries:* Public and special libraries constitute another category of client. Librarians refer their own users to the U. S. Information Library for American materials. The war has made it almost impossible for foreign libraries to obtain American books and materials. They never did secure as much American material, particularly government documents, as they wanted. Unlike the Germans, for example, American publishers never took pains to help the foreign libraries and book-sellers develop the potential market for American material. The war has vastly increased the interest in the United States and American printed matter. Libraries are eager to build up order lists that can be processed as soon as shipping and exchange permit. Many foreign libraries have postwar funds set aside for this purpose. The U. S. Information Library provides an exhibit collection of selected materials for inspection with trained American librarians to consult and advise.

During the war the American library can perform a service of immediate value to research through inter-library loans of certain technical and specialized materials. Special collections on library science, equipment and training have also been assembled. This service to libraries and librarians will have special significance in liberated countries where destruction and looting may create cultural havoc.

*Inquiries:* The U. S. Information Library counts everyone who has a ques-



tion which can be answered from American publications as one of its clients. Hundreds of inquiries are answered every month in London and Sydney. Questions range from personal ones like that asked by the prospective bride of an American soldier, "Do you think I'd like Witchita, Kansas?" to highly technical ones such as the chemist's request for a formula developed in an American government laboratory. In many foreign countries the pre-war lines of communication between professional groups there and here will have been severed. Leaders in various lines of activity will need an American library to keep them in touch with the right American associations or institutions.

#### RESULTS OF AMERICA'S CONTRIBUTION

What are the results? It is too early to judge. From the reports covering the first year in London and the first few months in Sydney and Wellington some indications are available.

We know that a great deal is being written and broadcast abroad about the United States and its role in war and peace. It is fair to assume that most of the writers, broadcasters, speakers and teachers doing this job of interpretation wish to be honest and accurate. They do not want to be fed packaged propaganda—no matter how objective. They want access to the books and other material which we have prepared for ourselves. They appreciate the opportunity to talk with librarians who know these publications, American institutions and life. This is happening in Britain where the American Library has become a center of research and reference for hundreds of interpreters who reach a large audience through the existing channels of communication.

There is a larger result toward which such modest libraries can contribute. The

cause for which we fight is freedom, and freedom is the fruit of enlightenment and understanding. If the symbols of the enemy are the bludgeon, the gag and the concentration camp, then the symbols of the United Nations must be the pointer, the book and the free school. America has no monopoly on knowledge, but it does have contributions to make and the duty to circulate those contributions. The great problem of hunger and decent living can only be solved through applying what we know. That requires books and broadcasts, films and teaching until men everywhere will know what it is possible to have, and how to produce it. Our peace and prosperity depend on this rapid spread of knowledge.

Sharing America's contribution to the various fields of research and knowledge with the strategic leaders of progress may well turn out to be the key to a new diplomacy. The doctors and chemists and farmers of other nations may come to know and respect this country best through the contributions of our doctors, chemists and farmers.

These libraries which serve the very necessary war-time functions of an Office of War Information may in the post-war period under some permanent organization carry forward with expanded peace-time functions.

#### THE FOLLOWING PERSONS ARE ASSIGNED TO THE EXISTING LIBRARIES:

##### LONDON

*Director*, Richard Heindel  
*Assistant Director*, Evelyn Steele Little  
*American Assistants*:  
Katherine McCarthy  
Rita Shea  
Jeanette Taylor

##### SYDNEY

*Director*, Harriet Root  
*Assistant Director*, Mary E. Townes  
*Assistant*, Hazel Ferguson

## MELBOURNE

*Director, Helen E. Wessells*  
*Co-Director, Hazel Brown*

## WELLINGTON

*Director, Mary P. Parsons*  
*Assistant Director, Doris K. Metcalf*

## JOHANNESBURG

*Director, Florence C. Wilmer*  
*Assistant Director, Mary Margaret Klausner*

## BOMBAY

*Director, Flora B. Ludington*  
*Assistant Director, Lucile Dudgeon*

## MADRID

*Director, Frances I. Foltz*

## STOCKHOLM

(to be named)

## MOSCOW

William Nelson, in charge

## LIBRARIANS—UNCLE SAM WANTS YOU!

By MARY VIRGINIA WENZEL

Librarian, U. S. Civil Service Commission, Washington, D. C.

**T**HIS message is to you youngsters who, fresh from library school, are waiting to try out all those techniques you learned; to you middle-agers who feel that you are in a dead-end library job; and to you oldsters who, with your years of experience, undoubtedly have something to contribute to library service in the Federal Government.

The message itself is simply that there are opportunities for librarians in Government agencies in Washington, D. C. The hours are not short and the pay is not high; nor is library work in the Government "such nice clean work." But, if you like to work, if you don't mind getting your hands all dirty, your fingernails broken, your hair askew and a smudge on your nose, come right on in—the water's fine. And you'll love being a part of the busy Washington scene. You will feel right next to those thick, thin and middle-sized reports being issued from the Capital. Your library may have had a part in "digging up" some of the information that went into them. How could the OPA, for example, fix the size for caskets unless it knew the average length of people? And where better could those figures be obtained than from a library?

### NUMBER OF GOVERNMENT LIBRARIES IN WASHINGTON

There are approximately 100 libraries in Government agencies in Washington.<sup>1</sup> We say "approximately" because it depends on how you count. One hundred is always a nice round figure, though, and it will give you a rough idea of about how many stars there are floating around to which you might hitch your wagon.

Some large Government agencies, for example, the United States Department of Agriculture and the Department of Labor, have one central library. Most of the small agencies, such as the Bureau of the Budget, Federal Deposit Insurance Corporation, Federal Power Commission, Federal Trade Commission and Tariff Commission, have one central library. Many other Government agencies have a number of libraries, each connected with a particular office of the agency. In the War Department, there are the Army Medical Library, Army War College Library, Bureau of Public Relations Library, Library of Fiscal Director, Library of the Office of the Chief of Staff,

<sup>1</sup> *Libraries of Federal Departments and Agencies*, prepared by Office of War Information, U. S. Information Center, 1400 Pennsylvania Avenue, Washington, D. C., January, 1944.

Library of the Office of Judge Advocate General, Library of the Office of Chief of Engineers and Quartermaster General's Library. Recently the Army Air Forces Library, Army Industrial College Library, Ordnance Library, Signal Corps Reference Library and the Library of the Office of Civilian Personnel were combined to form the Pentagon Library.

The Federal Works Agency has six libraries centralized under one head. The Federal Security Agency, on the other hand, has a library for most of its component parts; there are separate libraries for Freedmen's Hospital, Gallaudet College, Howard University, Public Health Service and National Institute of Health, Office of Education, St. Elizabeth's Hospital and the Social Security Board.<sup>2</sup>

#### SIZE OF GOVERNMENT LIBRARIES

Now that you know approximately how many Government libraries there are in Washington, you might like to know their size, and the number of books you will have to play around with. A couple of hundred—a million, maybe? Well, you have the three usual sizes—small, medium and large—with gradations in between.

Starting again with our figure of 100 libraries, we broke it down by size groups. This is the way we came out: 4 libraries with less than 1000 volumes; 17 with between 1000 and 5000 volumes; 18 with between 5000 and 10,000 volumes; 21 with between 10,000 and 25,000; 12 with between 25,000 and 50,000; 14 with between 50,000 and 100,000; 12 with between 100,000 and 250,000; 4 with between 250,000 and 500,000; 1 with between 750,000 and 1,000,000; and 3 with over 1,000,000.

The largest library, of course, is the Library of Congress, which lists 6,822,448 printed volumes and pamphlets as of June 30, 1943. This figure is limited

to printed volumes and pamphlets and does not include manuscripts, maps and views, microfilm reels, phonograph recordings, etc.

The Army Medical Library lists 1,200,000 books and pamphlets, and the Library of the Superintendent of Documents, Government Printing Office, lists approximately 1,016,890 publications.<sup>3</sup> The most popular size for a Government library seems to be from 10,000 to 25,000 volumes (note that there are 21 libraries in this group).

#### TYPES OF COLLECTIONS

What kinds of books are to be found in the libraries of Government agencies? With the exception of the Library of Congress, which has everything from A to Z and a little extra thrown in, the collections are specialized. Each Government library builds up, after acquiring its collection of basic reference books, literature pertaining to the field in which it operates. For example, the Library of the Department of Agriculture covers the field of agriculture and related subjects; the Library of the Treasury Department covers the fiscal field; that of the Social Security Board covers the social science field; that of the Civil Service Commission covers public administration and personnel administration. Most of the Government libraries in Washington, again with the exception of the Library of Congress, do not buy fiction as such, so don't count on hiding in the stacks and reading a good detective story. Our collections are quite scholarly!

#### HOW TO BECOME A GOVERNMENT LIBRARIAN

Now that you have your toe wet, are you ready to plunge in? The first thing to do is to watch for announcements of library examinations. The examination announcements are issued by the U. S.

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

Civil Service Commission and may be obtained in first and second-class post offices throughout the country.

Library examination announcements are often sent to library organizations, special libraries, public libraries, library schools or schools giving courses in library science. Look in the post office when you buy your stamps, in your library when you return a book or just ask your library buddies. Better still, write to the Civil Service Commission in Washington and ask to be notified when a library examination is next announced.

An announcement of a Library Assistant examination was issued by the Civil Service Commission on April 3. The Junior Professional Assistant examination is an open continuous one. It is given about every two weeks. Applicants in library science are needed.

A civil-service announcement will tell you a number of things about the library position for which the examination is being held. It will tell you the title of the position, the salary, and whether you are required to take a written test. It will give you a short description of the duties—whether you will be expected to classify books, catalog books, do reference work, make periodical analytics, circulate books, shelve books or what. Also—and this is important—the announcement will list certain requirements which you must meet before you will be admitted to the examination. For example, you may need to have experience or education of a specified nature. The announcement gives specific instructions on how to apply for the examination.

If you know your stuff and pass one of these library examinations, you are likely to find yourself at a desk, or roaming the stacks, of one of those Government libraries in Washington.

#### ADVANTAGES OF WORKING IN A GOVERNMENT LIBRARY

What are some of the advantages of being behind one of the desks in a Federal Government library? What if you want to go home some time and see your friends? What if you get sick and have to have your tonsils out? Hold on and we will list some of the advantages of working in a Government library.

First, you will be entitled to annual leave to take care of your vacations and personal business, and sick leave to take care of your illnesses. The annual leave law grants 26 days annual leave with pay each calendar year. The sick-leave law provides for cumulative sick leave with pay, at the rate of  $1\frac{1}{4}$  days a month. During the war, you won't be able to take all your annual leave at one time, but what you don't take will accrue to your credit for future use.

Second, you will be covered by the Civil Service Retirement Act. This is the way the Retirement Act works. Five percent is deducted from your base pay for retirement purposes and placed in the retirement fund. At the age of 60, after 30 years of service, or at the age of 62, after 15 years of service, you can retire and start receiving annuity benefits. If you simply can't wait until you are 60 to start that trip around the world, you may retire at the age of 55, after 30 years of service, on a reduced annuity. In any event, you have to quit at 70 if you have had 15 years of service. What happens to your money if you resign? It will be refunded if you have been in the service less than 5 years; if you leave after more than 5 years, it will be used to provide you with an annuity when you reach retirement age.

Third, you will be covered by the U. S. Employees Compensation Act. That

means the Government pays your doctor bill if you are injured in the line of duty.

The fourth and perhaps the most important inducement offered is that work in a Government library gives you an opportunity to perform a useful public service.

All appointments are now made for the duration of the war and six months thereafter.

Promotion and advancement are two subjects everyone likes to know about before she takes a job. Your chances in a Government library are very good. An automatic promotion plan provides for promotion of satisfactory employees at regular, fixed intervals. In addition to automatic promotions, there are many opportunities to move up to higher positions.

All opportunities in Government libraries are not in Washington. The Navy Department has libraries hither and yon,

and their librarians are taken from the civil-service lists.<sup>4</sup> Some Government agencies have libraries located in their regional offices. For example, the Library of the United States Department of Agriculture has in its central library a Division of Field Library Services, which had established at the end of June 1943, libraries in 9 branches, 14 sub-branches and 10 stations.<sup>5</sup>

We thought that it would be a good idea to wind up this article by giving some specific examples of librarians who have "made good" in the Federal service. Don't think we couldn't have done it. The trouble was that all those we wanted to mention were too modest to let us use their names. You will have to take our word for it that many a Government librarian has risen from the ranks—risen far.

<sup>4</sup> "Library service in the Navy and the Army," *ALA Bulletin*, vol. 35, no. 3, March 1941, p. 149.  
<sup>5</sup> *Report of the Librarian, 1943*, United States Department of Agriculture Library, Washington, D. C., September 15, 1943, pp. 2-3.

## SPECIAL LIBRARY RESOURCES

THE Special Libraries Association, whose enthusiastic membership body has been responsible for initiating, developing or sponsoring a number of indispensable library tools including the *Industrial Arts Index*, the *Agricultural Index*, *The Technical Book Review Index*, *Banking and Financial Subject Headings*, *United States Government Periodic Publications*, *War Subject Headings for Information Files*, *Trade Names Index*, and others, is at it again.

This time it is compiling a comprehensive guide to the facilities for library research in many fields of knowledge as found in the libraries or research departments of private industrial corporations; public utilities; research foundations;

trade, commercial, scientific, technical and labor organizations; newspaper and magazine publishers; financial institutions; advertising agencies; Government agencies; teaching hospitals; museums; specialized schools (e. g. in fields of applied science, architecture, art, business and economics, diplomacy, domestic science, education, engineering, law, library, medicine, mines, music, pharmacy, religion, social sciences, technology); specialized subject divisions of universities and of public libraries. Theater libraries, state libraries and historical societies are also to be included.

A work of such Gargantuan proportions requires thousands of hours of labor for which there is no compensation other than the satisfaction of making a profes-

sional contribution. Questionnaires have been organized and checked, endless numbers of letters written and forms compiled. Members of the Baltimore and Washington, D. C., Chapters of Special Libraries Association did much of the preliminary work. Last spring members of the New York Chapter attacked the transcription. Now the editor is at work assisted by a number of members of the S. L. A. Cleveland Chapter.

For each library information is to be given under three general Divisions. The first Division will give purely directory and administrative type of data including the position of the person to whom the librarian is responsible, the classification system used and name of library publication, if one is issued.

The second Division will give statistical data concerning the collections and special files, such as patents, house organs, herbals, portraits, maps, etc. and a brief descriptive note concerning the type of library covered and the major subjects included.

The last Division will include bibliographical data about specific significant titles, names and subjects of special collections, and information on special indexes on hand or in process which are the work of the librarian.

In its finished state—

1. It will facilitate the work of investigators in all fields of knowledge by making it possible for them to discover at once where the informational materials in print or otherwise duplicated, are to be found.

2. It will be of help to organizations planning to establish research or library departments by providing information on existing specialized libraries or library collections, and allow for exchange of experience.

3. It will aid the librarians in locating for their clients important collections of material available for loan.

4. It will aid in finding employment for the person whose qualifications fit him for work in such an organization.

5. It will assist administrators of libraries who need to know general practice on such subjects as how many libraries do original indexing, abstracting, translating, etc.

6. It will give binders an idea of their market. Recently the War Production Board asked for information on possible binding materials needs for special libraries. If this guide had been complete, the answer would have been available within a short time. As it was, a partial answer was given.

7. It will show university and library school administrators the extent to which professional training in library science is used in special fields.

8. It will show the extent to which microfilms and photostats are available.

9. It will make available in one place, data on library publications.

10. It will assist those interested in promoting understanding of Latin America by showing at a glance the libraries having outstanding collections on those countries.

11. It will give professors about to take new positions an idea of the library research facilities available for their work. Recently a professor was offered a position, which sounded attractive, in a Western city. Being one who uses library facilities intensively, he wanted to know not only about the library resources in the school, but also about others in the city or nearby cities. Fortunately the "emergency" volume known as *Special Libraries Resources, Volume I*, gave him exactly the needed information on which to base his decision.

12. It will be useful to attorneys assisting clients to make bequests by showing them where special named collections on specified subjects already in existence are to be found. Some individuals are interested in making bequests for such collections, but would like to be sure the collections are placed where greatly needed, rather than to add another collection where one already exists.

13. Patent attorneys, engineers, technologists, war agencies and others will find through this guide the collections of foreign patents in this country. (This use

also has been made of the "emergency" volume.)

14. Scientists needing access to important international indexes like *Torrey's Index to Botanical Literature* will find their time saved immeasurably, as note of these will be included in the index.

The purpose of this statement is to bring members of the Association up to date on content and progress of this work.

At present writing it seems possible that Volume II will be available before July 1, 1944.

ROSE L. VORMELKER,  
*Editor, Special Libraries Resources.*

## CONSTITUTION AND BY-LAWS

### PROPOSED CHANGES

In view of the fact that five Chapters have protested the proposed elimination of Associate Membership, the Committee would like to explain the factors that were taken into consideration by both the Committee and the Executive Board before the proposed change was submitted.

In each of the sections of the present Article II, which set forth the qualifications of membership, is a phrase—interested in—which permits practically anyone who wishes to pay the required dues to become a member.

For years, librarians have been complaining loudly and bitterly that librarianship has not been given proper recognition as a *profession*. How can it be given recognition if we allow *anyone* who expresses an interest to hold a class of membership in our professional organization which entitles him to hold office and vote, and through these privileges, to make and to direct the policies of that

organization which is meant to work for the betterment of the individual and of the profession as a whole?

By eliminating this phrase and setting up a new class of Sustaining Members for those who are "interested in" supporting the Association, we strengthen immeasurably our professional standing.

Of course, we *can* retain an Associate Membership, eliminate this phrase and set up the Sustaining Membership. However, both the Committee and the Executive Board are of the opinion that, if we are to have a strong professional feeling and interest, every member should be receiving SPECIAL LIBRARIES in order to be informed on developments in both the profession and in the Association. It is impossible to include this privilege with an Associate Membership at \$2.00 or even at \$3.00.

In spite of the contention of the protesting Chapters that this change will take

from them the support of many of their best members, facts do not seem to bear out this contention.

For several years, our roll of Active Members has been increasing while the number of Associate Members has been decreasing. Moreover, at the end of the six months' period of grace, the largest amount of unpaid dues is in the Associate Member classification, which would seem to prove a lack of interest on the part of these members which is not characteristic of the Active Membership class.

The Committee would also like to call to the attention of Chapters the fact that, if they so desire, they may provide in their local Constitution and By-Laws for so-called local members. However, such members have no privileges in the National Association, cannot be counted in

membership dues for appropriation purposes and should not be elected to office because such election involves membership on the Advisory Council which, of course, must be made up of members affiliated with the National Association.

The finances of the Association have never been in sounder condition and these changes were not proposed as a means of increasing income but as a means of building a sounder and more professionally-minded organization.

It is hoped that, on the basis of this explanation, all Chapters will re-consider and express approval so that the amendments, which have already been postponed for two years, may be approved at the June Convention. Please let us hear from you.

RUTH SAVORD, *Chairman.*

## EVENTS and PUBLICATIONS

### North Texas Regional Libraries

To the growing literature on regional cooperation among libraries comes a survey of the NORTH TEXAS REGIONAL LIBRARIES: an Inquiry into the Feasibility and Desirability of Developing Them as a Cooperative Enterprise (Nashville, Tennessee, Peabody Press, 1943. 85p. tables, processed. \$1.50), by A. F. Kuhlman. This competent study is based on the resources and needs of libraries in the northern areas of Texas, the "heart of the Great Southwest with its seemingly unlimited human and natural resources." Dr. Kuhlman brings to the Survey his rich experience in library cooperation as Director of a great and successful example of coordination, the Joint University Libraries in Nashville.

The two questions implied in the sub-title are, after searching consideration, disposed of in the affirmative. Among the recommendations of the author are: the establishment of a central organization for cooperative planning and

action; the appointment of a coordinator of library resources and services; the completion of a union list of serials; the expansion of present serial resources; the strengthening of existing collections of reference and bibliographical tools; a regional program for the development of useful collections of government documents, newspapers and regional archival collections; the undertaking of a union catalog of books; and intensive local coordination of library resources in each of the three large cities.

The Survey names a few special libraries within the region: in Dallas, the Library of the Civic Federation and the medical collection of Baylor University; in Fort Worth, the collections of the Southwestern Theological Seminary and the Library of the State Medical Association of Texas.

From the point of view of physical form the study will not stand comparison with Dr. John Van Male's fine volume on library cooperation



in the Pacific Northwest. It is mimeographed on only one side of the paper and is bulky and rather unwieldy. Its want of an index is partly compensated by an annotated table of contents.

LUCILLE L. KECK.

\* \* \*

#### International Technical Vocabulary

The monograph entitled PRACTICAL POLYGLOT TECHNICAL LEXICOGRAPHY AND THE PROFESSIONAL POLYGLOT TECHNICIAN (New York, N. Y., S. F. Vanni, 1943. 143p. \$2.50), by Lewis L. Sell, was originally intended to serve as the preface to this author's *English-Spanish and Spanish-English dictionary and handbook for engineers, machinists, manufacturers and exporters*. However, it was expanded to serve also as an introduction to a new field of study indicated by its title. The author presents his conviction that much international misunderstanding could be eliminated if the vocabulary of engineering, production and commerce were on a common ground, and if foreign language dictionaries gave all possible translations of a term, including the vernacular, as used in all countries. To accomplish this he suggests a "Chair of Polyglot Technical Lexicography" to be established in universities with courses leading to a degree in this specific field.

He points out the many inadequacies in existing technical dictionaries, and draws the conclusion that these inadequacies are to a great extent responsible for our lack of international collaboration in general, e. g. the English-Spanish entry:

"rubber, caucho, goma, elástica" is incomplete without "hule," a term used as the equivalent for "rubber" in Mexico and the Central American states, and without the term "jebe," the term used for rubber in Peru.

This volume is presented as a contribution to postwar planning. The author's feelings that linguistic misunderstanding lies at the root of our international problems are intense and extreme. After all, England and Ireland can understand each other *linguistically*, but so far leave much to be desired in the field of "international collaboration."

ROSE L. VORMELKER.

\* \* \*

The POWER INDUSTRY AND THE PUBLIC INTEREST (New York, N. Y., Twentieth Century Fund, 1944. 261p. \$2), edited by Edward E. Hunt, is a summary of the results of a survey of the relations between the government and the electric power industry.

A PRACTICAL COURSE IN HOROLOGY (Peoria 3, Ill., Manual Arts Press, 1944. 192p. \$2.75), by Harold C. Kelly, includes a full index and glossary of terms, full coverage of tools and materials and a discussion of the formulas and principles governing the subject of watch construction, repair and adjustment.

\* \* \*

Special Libraries Association announces the publication of the HANDBOOK OF COMMERCIAL, FINANCIAL AND INFORMATION SERVICES (31 East 10th St., New York 3, N. Y., S. L. A., 1944. 216p. \$3), compiled by W. Hausdorfer. This is the third enlarged edition of a valuable reference tool which lists each service by publisher with a description of price, frequency, address, etc. Subject and title indexes are included.

\* \* \*

OCCUPATIONAL FILING PLAN (Chicago 4, Ill., Science Research Associates, 1944), by J. R. Yale, offers a method of handling pamphlet material on jobs and employment conditions. Three tools make up the Occupational Filing Plan. The printed guidebook, HOW TO BUILD AN OCCUPATIONAL INFORMATION LIBRARY, contains a basic, alphabetical list of fields and occupations covered by available publications, together with suggestions on collection and organization of a pamphlet library. Seventy-five File Folders, printed with the list of fields and occupations, and fifteen Out Cards for recording the removal of file folders, are also included. The complete Plan is priced at \$4.

\* \* \*

The *Progressive Grocer*, national magazine of the food trade, has published a pamphlet on FACTS IN FOOD AND GROCERY DISTRIBUTION AS OF JANUARY 1944 (161 Sixth Ave., New York 13, N. Y., The Progressive Grocer, 1944. 23p.). Statistics on many phases of the food business are included.

\* \* \*

The DIRECTORY OF THE ASSOCIATION OF AMERICAN LIBRARY SCHOOLS 1943 (Ann Arbor, Mich., The Edwards Letter Shop, 1944. 42p.), compiled by C. J. McHale, lists accredited library schools, their faculties and the subjects taught.

\* \* \*

THE OTHER AMERICAN REPUBLICS IN FILMS, a list of 16MM motion picture films on South and Central America and where they can be secured, has been released by the Coordinator of Inter-American Affairs, 444 Madison Avenue, New York 22, N. Y.

Rose L. Vormelker, in her article "Developing Library Facilities for Business Research," appearing in the March 1944 issue of *College and Research Libraries*, brings out very forcibly the unprecedented opportunity confronting the library today and in the future. Miss Vormelker first describes the collections and services rendered by the Business Information Bureau of the Cleveland Public Library and then points out how information will play an important role in the changes developed by the present World War.

\* \* \*

AMERICAN HOUSING: PROBLEMS AND PROSPECTS (New York, N. Y., Twentieth Century Fund, 1944. 466p. \$3), is a survey which offers the factual findings of the Twentieth Century Fund research staff, of which M. L. Colean is the Director. On the basis of this factual study, an impartial Housing Committee presents recommendations for meeting the present and future need for houses and postwar jobs.

\* \* \*

A complete description of the geographical features of the Pacific area appears in *PACIFIC OCEAN HANDBOOK* (Box 55, Stanford University, Cal., J. L. Delkin, 1944. 192p. \$1), by E. G. Mears. There are charts and illustrations as well as global maps to illustrate the text.

\* \* \*

A RUSSIAN-ENGLISH DICTIONARY OF WELDING TERMS, compiled by M. A. Cordori, Research Assistant for the Welding Research Council, appears in *Welding Journal* for April 1944, pages 191-s—192-s.

\* \* \*

Librarians, counselors and other interested in vocational guidance will find useful material in the new 1944 list of 26 FREE PAMPHLETS ON 16 OCCUPATIONS, including the names and addresses of the publishers from whom the pamphlets may be obtained. To obtain this list, send 25 cents to Occupational Index, Inc., New York University, New York 3, N. Y.

\* \* \*

Anyone interested in obtaining a copy of *BANKERS AND BROKERS BLANKET BONDS* (Philadelphia, Pa., Spectator Co., 1938), by G. A. Cowee, may do so, free of charge as long as the supply lasts, by requesting it from Liberty Insurance Company, 175 Berkeley St., Boston, Mass., Attention Mr. Thomas Hollis, Public Relations Department.

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## Announcements

### Major Bauer Decorated

Word just received that Major Harry Bauer has been decorated with the Purple Heart and the Air Medal.

### Famous Boston Science Library Transferred to Hancock Foundation

With the University of Southern California's recent purchase of the 30,000 volume reference library of foreign serials from the Boston Society of Natural History, Miss Elaine Adams, President of S. L. A. Southern California Chapter and Librarian of the Allan Hancock Foundation, became custodian of one of the most outstanding collections of scientific literature in the country, representing the culmination of 113 years of research by leading scientists.

Subjects covered include zoology, botany, geology, paleontology, anthropology, astronomy and entomology. Among rare volumes, including those from learned societies of Brussels, Rome, Vienna, Leningrad, Paris and India, are the works of members of the Swedish Academy of Science reported from 1739 to 1941. Another series begins with Volume I of the Royal Society of London in 1665.

### American Chemical Society Holds Second Symposium on Technical Library Techniques

Approximately sixty librarians including representatives from all parts of the country attended the second symposium on Technical Library Techniques held in Cleveland on April 4. The first of these Symposiums was held in Pittsburgh on September 7, 1943. Among the subjects presented were "Use of Government

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Publications in Chemical Research," by Florence Harden, Corsan Products, Inc.; "Finding the Literature," by Byron A. Soule, University of Michigan, Ann Arbor, Mich.; "Technique of Abstracting on Printed Forms, and the Handling of Unit Ideas," by Harold J. Rose, Mellon Institute, Pittsburgh, Pa.; "The Photoduplication Service of the Army Medical Library," by Colonel H. W. Jones, Librarian, Army Medical Library, Washington, D. C.; "The Place of Russian Scientific Literature in Bibliographical Work," by J. G. Tolpin, Universal Oil Products Co., Chicago, Ill.; "Getting News to the Research Staff," by Irene M. Strieby, Lilly Research Laboratories, Eli Lilly and Co., Indianapolis, Ind.; "Serving the College Clientele," by Helen M. Focke, Librarian, Case School of Applied Science, Cleveland, Ohio; "Selling Your Company's Library," by G. H. McIntyre, Ferro Enamel Corporation, Cleveland, Ohio.

These papers as well as others not mentioned will appear in the June and July 1944 issues of the *Journal of Chemical Education*.

#### **S. L. A. Philadelphia Council Celebrates Its 25th Anniversary**

The Special Libraries Council of Philadelphia and Vicinity marked its 25th Anniversary at its Annual Dinner on April 14, 1944. From the first "Talk-it-Over" meeting on September 26, 1919, which 34 librarians attended, the Council has played an influential role in library affairs in the Philadelphia area. One hundred and seven attended the dinner, including 11 charter members.

The highlight of the evening was the honoring of the Council's one and only Secretary, Helen M. Rankin, Head of the Municipal Reference Division of the Free Library of Philadelphia. Miss Rankin's record as Secretary during all these years is a unique achievement in itself, and one cannot praise her too highly. She has given freely and graciously of her time and can claim each and everyone of the Council's 250 members today as her friend. The Council presented to Miss Rankin beautifully bound volumes of its Bulletin and "in recognition of her loyal service, her generous counsel, her enthusiastic support, expresses its appreciation by naming the Publication Fund in her honor THE HELEN MAR RANKIN PUBLICATION FUND." The creation of this permanent fund is the fulfillment of many years' dream, and it is fitting that it should be named for one who has given so much encouragement to the Philadelphia Council.

## **War Information**

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Setting Up a File of Ephemera**

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was completely revised and reprinted in a fifth edition. The book is in the "Modern American Library Economy Series", and illustrates methods in the Newark, N. J. Free Public Library.

The marked increase in pamphlet publishing as an economical method of spreading facts and opinions quickly, and the need to supplement pamphlets with more current ephemera such as leaflets and clippings, have made this type of material a necessity in many libraries. In addition to an outline of methods developed from an experiment of years, the book contains a 92-page list of subject headings.

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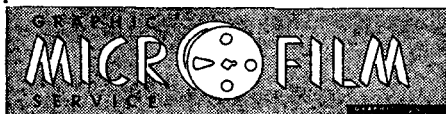
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## Technical Translations Clearing House

The American Documentation Institute and the Alien Property Custodian have announced the organization of a Technical Translations Clearing House for the purpose of supplying a one-point service for photo copies of translated articles from foreign scientific journals and a one-point service for information about existing pools of such translations located at various points in the United States.

The Clearing House is soliciting information from everyone who knows of existing translated material from foreign publications either in his own library or in other organizations. Information on the location of the collection, general description of contents, and address and name of the individual or organization from whom translations could be requested should be sent to the American Documentation Institute, 1719 N. Street, N. W., Washington 6, D. C.

Translations will be supplied upon order at the standard copying cost of the American Documentation Institute auxiliary publication service. This is at the rate of 1¢ a page in microfilm and 10¢ a page in photo print, with a minimum charge of 50¢.

## New York Municipal Reference Library Has Postwar Steel Exhibit

Now that New York's engineers and architects are busily occupied preparing blueprints of postwar projects, the steel exhibit prepared by the American Institute of Steel Construction, Inc. and on view at the Municipal Reference Library will serve as a guide for the material they will need. Here will be found actual steel samples of concrete reinforcing bars, floor plates, wire rope, channels, etc.

The Library has included with the Exhibit an excellent collection of books describing the various phases of steel construction for the guidance of the worker in the field as well as for the engineer, out of whose hands come the blueprints.

## Library Service and Research

(Continued from page 165)

with regulating manpower, supplies, equipment, gasoline, tires and other war-affected commodities. The division has kept contacts open with officials in these various agencies, and both along and in

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cooperation with representatives of the national professional associations, has appeared before government officials to present arguments and file briefs on the essentiality and the educational services of libraries. Generally speaking these officials have expressed a sympathetic understanding of the value of libraries, but they have not as yet found it possible to grant as much as many librarians would like. The division is planning to continue this activity vigorously, and it needs the constant help of library associations, State and local library authorities.

#### PRESENT AND FUTURE ROLE

The Library Service Division is striving to be a fact-finding and consultative agency in the field of librarianship. It is endeavoring to further the development of libraries in every way possible, in close cooperation with official State agencies, local units and professional library associations. It is still seriously hampered by that chronic difficulty, so common to all, not enough staff and insufficient funds. Eventually, this handicap will be overcome, and the potential usefulness of a Federal library unit, as foreseen by its advocates, should be fully realized.

### Who's Who Among the Speakers

(Continued from page 156)

Science and has served on the Council of Pharmacy and Chemistry of the AMA, to mention only two. He is Associate Editor of the *Journal of Bacteriology* and Editor of the *Journal of Immunology*. He has played a large part in the development of blood plasma, and has recently been using the newly developed electron microscope to further his research.

LEAH E. SMITH is a graduate of Smith College and has done graduate work at



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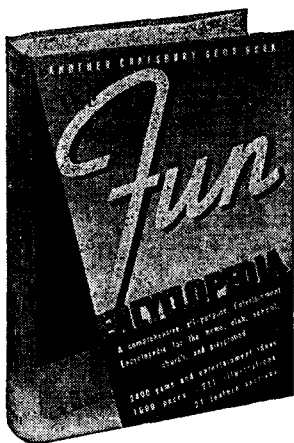
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